



Operations Support

## INTERNATIONAL AFFAIRS AND SECURITY ASSISTANCE MANAGEMENT

This manual implements AFRD 16-1, *International Affairs*, August 16, 1993. It provides guidance and procedures for validating, approving, and preparing essential parts of international affairs and security assistance programs. To ensure a full understanding of the international affairs and security assistance processes, users of this manual should familiarize themselves with DoD Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*, October 1, 1988; DoD Regulation 7000.14-R, Volume 15, *Department of Defense Financial Management Regulation (Security Assistance Policy and Procedures)*, March 18, 1993; Secretary of the Air Force Order 114.1, *Organization and Functions of the Office of the Deputy Under Secretary of the Air Force (International Affairs)* (Current Edition); the Foreign Assistance Act (FAA), Title 22 U.S.C., beginning with Section 2151; and the Arms Export Control Act (AECA), Title 22, U.S.C., beginning with Section 2751.

### SUMMARY OF REVISIONS

This revision aligns the manual with AFRD 16-1. Major changes include updates to manpower reporting requirements and revised case closure procedures.

	Paragraph
<b>Chapter 1 -- Introduction</b>	
Purpose.....	1.1
Waivers to Procedures.....	1.2
Supplements to AFMAN 16-101 .....	1.3
Purchasing AFMAN 16-101 .....	1.4
Acronyms and Terms Explained .....	1.5
Organizational Responsibilities and Relationships .....	1.6
Security Assistance Managers .....	1.7
<b>Chapter 2 -- General Procedures for International Affairs and Security Assistance</b>	
Standards of Conduct.....	2.1
Foreign Disclosure .....	2.2
Communications Within DoD.....	2.3
Communications With Contractors .....	2.4
FMS Purchaser Participation at Contract Negotiations.....	2.5
Visits by Foreign Nationals.....	2.6
US Government Personnel Travel .....	2.7
Quality of Support.....	2.8
Condition of US Air Force Articles .....	2.9
Combined FMS and Commercial Programs .....	2.10
Other MILDEP-Managed Items .....	2.11
Nonstandard and Commercial Items .....	2.12
Obsolete or Deactivated Items .....	2.13
FMS Development Programs .....	2.14

## Paragraph

General Officer Review Group .....	2.15
Quality Assurance Inspection .....	2.16
Conversion to Contractor-Furnished Equipment (CFE) .....	2.17
Automatic Digital Network (AUTODIN) Facilities .....	2.18
Use of US Air Force Equipment/Personnel to Support International Airshows and Trade Exhibitions .....	2.19
Marketing Guidelines .....	2.20

**Chapter 3 -- Security Assistance Surveys**

Security Assistance Survey Teams .....	3.1
Congressional Interest .....	3.2
Site Survey Team (SST) .....	3.3
Training Survey .....	3.4
Logistics Survey .....	3.5
Technical Survey .....	3.6
Defense Requirements Survey .....	3.7
System Planning Team (SPT) .....	3.8

**Chapter 4 -- Preparation and Processing off Foreign Military Sales (FMS) Cases****Section A -- Processing Requests for FMS Cases**

Identifying Unclassified FMS Cases .....	4.1
Identifying Classified FMS Cases .....	4.2
Validating FMS Requests .....	4.3
Processing Invalid FMS Requests .....	4.4
Processing Valid FMS Requests .....	4.5
Preparing Letter of Offer and Acceptance Data (LOAD) .....	4.6
Preparing Manpower Data .....	4.7
Reviewing LOAD .....	4.8
Processing Letters of Intent (LOIs) .....	4.9
Transferring Articles and Services in an Emergency .....	4.10
Releasing Draft Documents .....	4.11
Modifications to Systems, Sub-Systems, and Equipment .....	4.12
Processing Requests for Design and Construction Sales .....	4.13
Processing Requests for Excess Military Assistance Program (MAP) Property and Excess DoD Articles .....	4.14
Returning Repairable Articles Under the FMS Repair Program .....	4.15

**Section B -- General Preparation of FMS Cases**

Types of FMS Cases .....	4.16
Scope of FMS Cases .....	4.17
Sources for Defense Articles .....	4.18
Sole Source Requests .....	4.19
Negotiation Guidelines for FMS Cases .....	4.20
Preparation of FMS Cases .....	4.21
Coordination and Distribution of FMS Cases .....	4.22
Changes to FMS Cases .....	4.23
FMS Management Plan (FMSMP) .....	4.24
Standard Security Assistance Files .....	4.25

**Section C -- Preparation and Processing of Specific FMS Cases**

"A" Cases .....	4.26
"B" Cases .....	4.27
"C" Cases .....	4.28
"D" Cases .....	4.29
"E" Cases .....	4.30
"F" Cases .....	4.31
"G" Cases .....	4.32

"H" Cases.....	4.33
----------------	------

## Paragraph

"J" Cases.....	4.34
"K" Cases .....	4.35
"L" Cases.....	4.36
"M" Cases.....	4.37
"N" Cases .....	4.38
"O" Cases .....	4.39
"P" Cases .....	4.40
"Q" Cases .....	4.41
"R" Cases.....	4.42
"S" Cases .....	4.43
"T" Cases.....	4.44
"U" Cases.....	4.45
"V" Cases .....	4.46
"W" Cases.....	4.47
"X" Cases .....	4.48
"Y" Cases .....	4.49
"Z" Cases.....	4.50

**Chapter 5 -- FMS Case Performance**

Acceptance .....	5.1
Case Implementation .....	5.2
Program Reviews .....	5.3
Amendments and Modifications.....	5.4
Procurement From Sources Outside the United States (Offshore Procurement).....	5.5
Insurance for FMS Materiel .....	5.6
Required Availability Date (RAD) .....	5.7
Not Mission Capable Supply (NMCS) and Other Priority Requests .....	5.8
FMS Deliveries and Services Performed Report .....	5.9
Receipt of FMS Articles.....	5.10
Purchaser Follow-up Actions .....	5.11
FMS Complaints and Discrepancies.....	5.12
Notice of Supply/Services Completion (NSSC).....	5.13
Case Closure.....	5.14

**Chapter 6 -- Transportation of Security Assistance Materiel**

Military Assistance Program Address Directory (MAPAD).....	6.1
Freight Forwarder .....	6.2
Offer Release Code (ORC) .....	6.3
Delivery Term Code (DTC).....	6.4
Evidence of Shipment .....	6.5
Transportation of Classified Materiel .....	6.6
Transportation of Hazardous and Explosive Materiel .....	6.7
Exceptions to Standard Transportation.....	6.8
Small Package Shipments .....	6.9
Shipments Moved in the DTS Which Terminate in a Third Country .....	6.10
Return of Foreign Purchaser Materiel to the CONUS for Repair.....	6.11
Preservation, Packaging, and Marking .....	6.12
Export Documents .....	6.13
Uniform Materiel Movement and Issue Priority System (UMMIPS) .....	6.14
FMS Transportation Charges .....	6.15
Loading and Unloading Foreign-Owned or Controlled Aircraft at US Air Force Bases.....	6.16

**Chapter 7 -- Special Programs And Activities**

Command Levy.....	7.1
-------------------	-----

Defense Attaché System (DAS) Support.....	7.2
---	-----

**Paragraph**

Drawdowns Under Foreign Assistance Act (FAA), Section 506(A) .....	7.3
Electronic Combat International Security Assistance Program (ECISAP).....	7.4
International Engine Management Program (IEMP) .....	7.5
Leases, Loans, and Temporary Custody of US Air Force Equipment .....	7.6
Section 30 Sales .....	7.7
Security Assistance Organization (SAO) Personnel Selection and Training.....	7.8
Special Defense Acquisition Fund (SDAF).....	7.9
Aircraft/Missile Technical Coordination Program (TCP) .....	7.10

**Chapter 8 -- Services Provided In-Country****Section A -- DoD Services**

Security Assistance Teams (SATs).....	8.1
Relationships and Responsibilities .....	8.2
SAT Support.....	8.3
Letter of Request (LOR) for SATs .....	8.4
LOAs for SATs .....	8.5
SAT Reporting Requirements .....	8.6
Replacement of SAT Personnel .....	8.7

**Section B -- Contractor Services**

Contractor Training Teams.....	8.8
Contractor Engineering Technical Services (CETS).....	8.9
Relationships and Responsibilities .....	8.10
Privileges and Support for CETS Personnel .....	8.11
LORs for CETS .....	8.12
LOAs for CETS .....	8.13
TDY of CETS Personnel.....	8.14

**Chapter 9 -- Management Information Systems and Reports**

Security Assistance Reports.....	9.1
Case Management Control System (CMCS).....	9.2

**Form Prescribed**

DD Form 1348-5, Notice of Availability/Shipment.....	6.3
--	-----

**Page****Attachments**

1. Glossary of References, Abbreviations, Acronyms and Terms .....	77
2. Types of US Air Force FMS Cases .....	94
3. Outline for System Planning Team or Site Survey Team Report.....	96
4. Generic Case Designator Codes for Price and Availability (P&A) and Letter of Offer and Acceptance Data (LOAD) Requests .....	99
5. Communications System Request Checklist .....	101
6. Contractor Engineering Technical Services (CETS) Request Checklist .....	103
7. Exercise Participation Request Checklist.....	105
8. Information Security (INFOSEC) Checklist .....	106
9. Aircraft System Sale Request Checklist.....	107
10. Major Modification Request Checklist .....	110
11. Missile Case Request Checklist.....	111
12. Embedded Computer Systems Software Support Request Checklist.....	112
13. Simulator System Request Checklist .....	113
14. Financial Analysis Worksheet.....	115
15. TDY Cost Estimates .....	117
16. Manpower Summary for TAFT/ETSS Cases .....	118
17. Manpower Requirements Package.....	119

18. Request for Manpower Allocation .....	120
---	-----

## Page

19. US Air Force Security Assistance Manpower Categories .....	121
20. Minimum Coordination Requirements for Security Assistance Documents .....	123
21. Sample Sole Source Procurement Request .....	125
22. Minimum Distribution Requirements for Security Assistance Documents .....	126
23. Foreign Military Sales (FMS) Management Plan .....	127
24. Single-Year Dedicated Training Cases .....	129
25. Multiple-Year Dedicated Training Cases .....	130
26. International Program Directive (IPD) Format .....	131
27. Force Activity Designator (FAD) and Urgency of Need (UND) Priorities .....	136
28. Countries and International Organizations Participating in the Accelerated Case Closure Procedures .....	137
29. Sample Transportation Plans .....	138
30. Section 506(A), Foreign Assistance Act Execute Order .....	148
31. Suggested Format for Section 30 Sales Agreement .....	149
32. General Conditions - Annex A to Section 30 Sales Agreement .....	150
33. Worksheet for Requesting Technical Assistance Team (TAT) and Technical Assistance Field Team (TAFT) .....	153
34. Checklist for Security Assistance Teams .....	154
35. Format for Initial Report for SATs .....	155
36. Format for Final Report for SATs .....	156

## Chapter 1

## INTRODUCTION

**1.1 Purpose.** International relationships are an important part of the United States (US) commitment to global peace and security. International affairs and security assistance programs are means of pursuing US national security goals and objectives. This manual outlines procedures for planning, developing, implementing, and administering the US Air Force portions of these programs.

**1.2. Waivers to Procedures.** Requests for waivers or deviations from the procedures contained in this manual must be sent in writing to Deputy Under Secretary of the Air Force (International Affairs), Policy Division (SAF/IAX), 1080 Air Force Pentagon, Washington DC 20330-1080. Requests must include specific reference to the provision to be waived or deviated from, and full rationale.

1.2.1. Customer requests for waivers to existing US Air Force policy must be sent through the SAF/IA Country Director to SAF/IAX for approval. Requests for financial policy waivers will be coordinated with SAF/IAX and the Office of the Assistant Secretary (Financial Management and Comptroller), Deputy Assistant Secretary (Budget), Directorate of Budget Investment, Assistant for Security Assistance (SAF/FMBIS).

1.2.2. Customers should send requests for waivers to Department of Defense (DoD) policy directly to the Defense Security Assistance Agency (DSAA), with informational

copies to the SAF/IA Country Director, unless DoD Manual 5105.38-M (SAMM) specifically states that requests must go to the military departments (MILDEPs).

**1.3. Supplements to AFMAN 16-101.** SAF/IA, the Air Force Security Assistance Center (AFSAC), and the Air Force Security Assistance Training (AFSAT) Squadron must develop handbooks or other publications to supplement this manual. Copies of supplements must be sent to SAF/IAX for information.

**1.4. Purchasing AFMAN 16-101.** This publication contains information that may be useful to international customers. Foreign purchasers may order AFMAN 16-101 on a foreign military sales (FMS) case. See Chapter 4C, this manual, for instructions on establishing a publications case. Contractors may purchase AFMAN 16-101 through the US Government Printing Office.

**1.5. Acronyms and Terms Explained.** Attachment 1 defines the acronyms and terms used in this manual.

**1.6. Organizational Responsibilities and Relationships.** This manual provides detailed responsibilities for individual programs and actions in the chapters discussing those programs. In addition to those detailed procedures, this

manual establishes the following general responsibilities and authorities.

1.6.1. **SAF/IA.** SAF/IA develops, implements, manages, and supervises the US Air Force's international affairs, international technology transfer control, and security assistance programs. To fulfill these responsibilities, SAF/IA will:

1.6.1.1. Ensure programs are consistent with US Government and US Air Force policy, executive orders, etc. and with other US Air Force programs.

1.6.1.2. Maintain liaison with Department of State (DoS), Department of Commerce (DoC), Office of the Assistant Secretary of Defense, International Security Affairs (OASD/ISA), Joint Staff, DSAA, Defense Technology Security Administration (DTSA), MILDEPs, and major commands (MAJCOMs) on matters of security assistance, international technology transfer control, and politico-military policy and planning.

1.6.1.3. Develop US Air Force politico-military and security assistance policy and planning guidance.

1.6.1.4. Initiate, develop, and coordinate the Air Staff position on security assistance objectives, policies, plans, and allied force structures as referred by the Joint Staff.

1.6.1.5. Chair security assistance management reviews (SAMRs).

1.6.1.6. Recommend prioritized foreign country lists when security assistance requirements exceed US Air Force capabilities.

1.6.1.7. Provide representation, as required, on security assistance teams dispatched to review, evaluate, and resolve security assistance policy and plans issues.

1.6.1.8. Determine releasability under National Disclosure Policy (NDP); develop the final US Air Force position on all international technology transfer matters involving commercial export licenses, commodities jurisdiction cases, Military Critical Technology List additions and deletions; negotiate final international export policies in multi-agency forums; approve official visits; and approve document disclosures of classified/unclassified military information to foreign governments.

1.6.1.9. Write and manage foreign military sales (FMS) and other security assistance programs involving major weapon systems or requiring special management consideration.

1.6.1.10. Approve any negotiations by US Air Force agencies/individuals with foreign owned, controlled, or influenced entities (government and commercial) that may commit the US Air Force to new sales or leases of defense articles or services, cooperative research and development agreements (CRDA), training programs, personnel exchange programs, and international cooperative research, development and acquisition programs (ICRD&A).

1.6.2. **SAF/FMB.** The Office of the Assistant Secretary (Financial Management and Comptroller), Deputy Assistant Secretary (Budget) (SAF/FMB) is the office of primary responsibility (OPR) for implementing security assistance pricing policy and budgeting for Military Assistance Program

(MAP), Section 506, FAA drawdowns, International Military Education and Training (IMET), leases, and all other assigned security assistance programs. The focal point for security assistance matters is SAF/FMBIS. SAF/FMBIS will coordinate on all leases, SAF/IA-written FMS cases, modifications, and amendments to ensure pricing policies are followed.

1.6.3. **SAF/GCI.** The Secretary of the Air Force, Office of the General Counsel, Deputy General Counsel for International Affairs (SAF/GCI) is responsible for providing legal advice on security assistance programs. SAF/GCI coordination will be sought on all matters that may involve legal issues to ensure consistency with statutes, regulations, international agreements, and other authorities.

1.6.4. **HQ USAF/XO.** The Deputy Chief of Staff for Plans & Operations (HQ USAF/XO) will:

1.6.4.1. Judge the impact of foreign customer requests on US Air Force operations including participation in US Air Force exercises and aircraft ferry operations and validate requests.

1.6.4.2. Be responsible for US Air Force operations in foreign countries.

1.6.4.3. Provide technical expertise in aircrew training and military equipment.

1.6.4.4. Review contractor requests for use of US Air Force aircraft for promotion of foreign military sales (FMS) and supporting international air shows.

1.6.4.5. Notify the Deputy Under Secretary of the Air Force (International Affairs), Weapons Division (SAF/IAW) and the Air Force Directorate of Programs and Evaluation (HQ USAF/PE) of aircraft that exceed the US Air Force's operational requirement and work with SAF/IAW to consider these aircraft for FMS.

1.6.5. **HQ USAF/LG.** The Deputy Chief of Staff for Logistics (HQ USAF/LG) assesses the impact of security assistance requirements on logistics support of all US Air Force inventory and excess and nonexcess US Air Force assets. HQ USAF/LG coordinates on the documents transferring these assets to foreign customers. The Deputy Chief of Staff for Logistics, Directorate of Supply, Supply/Fuels Policy Division (HQ USAF/LGSP) also coordinates on all sales of petroleum, oils, and lubricants (POL) to foreign customers.

1.6.6. **SAF/AQ.** The Assistant Secretary of the Air Force for Acquisition (SAF/AQ) is responsible for acquisition policy, program management, and execution of all major, complex FMS system acquisition cases administered by SAF/IA. SAF/AQ will work with SAF/IA to: review potential FMS system acquisition cases; support the Military Critical Technologies Program; consider FMS potential in US Air Force acquisition programs; integrate SAF/AQ's management authority for the execution of FMS system acquisition cases; and address contract funds reconciliation in the case closure process.

1.6.7. **MAJCOMs.** All MAJCOMs involved in security assistance will:

1.6.7.1. Set up and maintain reports, controls, and management procedures to meet US Air Force security assistance obligations.

1.6.7.2. Manage security assistance assets between declining programs and new requirements and request new manpower authorizations from the Deputy Under Secretary of the Air Force (International Affairs), Policy Division, Management Branch (SAF/IAXM) in accordance with governing directives, instructions, or manuals.

1.6.7.3. Administer funds provided for management of FMS agreements (including budget and cost validation) and reimburse subordinate activities for security assistance support costs charged to them.

1.6.7.4. Maintain a foreign disclosure office (FDO) for liaison with the Deputy Under Secretary of the Air Force (International Affairs), Disclosure Division (SAF/IAD) and the Deputy Under Secretary of the Air Force (International Affairs), Systems Division, Oversight Branch (SAF/IAWO) and ensure effective visit control procedures are in place and release of US Air Force information and materiel are controlled in accordance with DoD Directive 2040.2, *International Transfers of Technology, Goods, Services, and Munitions*, January 17, 1984, and AFR 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*, September 10, 1993.

1.6.7.5. Conduct price and availability (P&A) and letter of offer and acceptance data (LOAD) studies.

1.6.7.6. Ensure articles are inspected before they are shipped and that services performed meet the same standards as US Air Force.

1.6.7.7. Ensure the US Air Force is reimbursed for all allowable costs.

1.6.7.8. Ensure that delivery (C1) and performance (Report Control Symbol (RCS): DD-COMP(M)1517) reports are sent to the Defense Finance and Accounting Service, Denver Center (DFAS-DE), 6760 East Irvington Place, Denver Colorado 80279-2000, and that proper reconciliation action is taken.

1.6.7.9. Keep the Security Assistance Program Manager (SAPM) and Case Managers at SAF/IA, AFSAT, and AFSAC advised of changes in performance, including accelerations or delays in contracting, requisitioning or shipping, changes in funding, sources of supply or availability, etc.

1.6.7.10. Appoint Line Managers, as required.

1.6.7.11. Provide specific case and program implementation guidance to field activities.

1.6.8. **HQ AFMC/IA.** The Air Force Materiel Command, Office of International Affairs (HQ AFMC/IA) will:

1.6.8.1. Be responsible for oversight and advocacy of Air Force international policies and issues within AFMC. As such, will review, implement, and provide AFMC guidance on DSAA, SAF/IA, SAF/AQ, and HQ US Air Force policies and develop the plans, objectives, and systems required to support the AFMC international affairs program.

1.6.8.2. Integrate the efforts of all AFMC activities to ensure AFMC's international affairs activities (including security assistance, international cooperative programs, international technology transfer, and foreign disclosure) are carried out in a timely and efficient manner.

1.6.8.3. Request the system program director (SPD) appoint a SAPM for each individual FMS acquisition case that includes AFMC.

1.6.8.4. Advocate AFMC activities' validated requirements for resources (manpower and budget) necessary to support their portion of international affairs programs.

1.6.8.5. Work with AFSAC to: oversee the AFMC country programs; oversee the processing of FMS reports of discrepancy (RODs) according to AFJI 16-106, *Processing Discrepancy Reports Against Foreign Military Sales Shipments*, (formerly AFR 67-7) and Joint Service Regulations; and maintain the US Air Force Military Articles and Services List (MASL).

1.6.9. **AFSAC.** The Air Force Security Assistance Center (AFSAC) establishes, writes, implements, and manages Air Force follow-on support (except training) Letters of Offer and Acceptance (LOAs) as outlined in Attachment 2. AFSAC supports SPDs, SAPMs, and SAF/IA in the management and execution of system sales LOAs, provides centralized automated data processing (ADP) support through various systems (Security Assistance Management Information System (SAMIS), Case Management Control System (CMCS), Security Assistance Technical Order Distribution System (SATODS)) and works with HQ AFMC and other agencies to improve US Air Force security assistance processes and policies. AFSAC is the Air Force focal point for all Reports of Discrepancy (RODs) and the Foreign Trade Report RCS: HAF-IA(M)7113(DC).

1.6.10. **AFSAT.** The Air Education and Training Command (AETC), AFSAT Squadron, manages all US Air Force security assistance training as specified in AFJI 16-105, *Joint Security Assistance Training* (formerly AFR 50-29). AFSAT acts as the US Air Force advisor on US Air Force international training. AFSAT will:

1.6.10.1. Write training cases, to include those for Extended Training Services Specialist (ETSS), using case designator "T."

1.6.10.2. Manage the International Military Education and Training (IMET) program.

1.6.10.3. Manage the training for system sales to include the acquisition strategy for training and coordinating equipment and support requirements with the SAPM.

1.6.10.4. Develop budgets, validate costs and serve as the US Air Force executive agent (Operating Agency Code (OAC) 88) responsible for administering training reimbursements. Maintain the US Air Force security assistance training data base.

1.6.10.5. Manage the DoD Informational Program for the US Air Force.

1.6.10.6. Receive financial information from other MAJCOMs for dedicated security assistance training cases ("N" case designation).

1.6.11. **HQ ACC/DOSS.** HQ Air Combat Command, Operations Support Division, Security Assistance Branch, (HQ ACC/DOSS) is the ACC focal point for all security assistance issues. This includes acting as SAPM and Line Manager for dedicated training on ACC installations and foreign participation in exercises. HQ ACC/DOSS also provides user input, curriculum development assistance for advanced aircraft training, and electronics countermeasure support. Air Combat Command, Air Operations Squadron, Aircraft Delivery Flight (ACC AOS/AOD) is the focal point for aircraft ferrying.

1.6.12. **HQ AIA.** HQ Air Intelligence Agency (AIA) is the Information Security (INFOSEC) Service Cryptologic Element (SCE) for the US Air Force. The Air Intelligence Agency, Supply and Transportation Division, Supply Policy and Procedures Branch (HQ AIA/LGSP) is the policy focal point for the security assistance program for AIA. The National Air Intelligence Center (NAIC), Wright-Patterson Air Force Base, Ohio, is the US Air Force office of primary responsibility for performing foreign threat assessments for all technology being released by international commercial or FMS methods. The San Antonio Air Logistics Center (ALC) Air Force Cryptologic Management Directorate, Foreign Military Sales (FMS) Branch (SA-ALC/LTRM), a subordinate unit of AIA, executes international INFOSEC transfers, as tasked by the Case Manager.

1.6.13. **DFAS-DE.** DFAS-DE operates the DoD centralized billing, collection, and trust fund accounting system for security assistance. DFAS-DE:

1.6.13.1. Receives LOAs and issues obligation authority (OA) and expenditure authority (EA) for FMS programs.

1.6.13.2. Receives, compiles, and sends reports as directed by DoD.

1.6.13.3. Prepares, reviews, and authenticates DoD FMS bills before sending them to the foreign purchaser. Calculates and assesses the interest on delinquent debts and prepares the FMS debt delinquency report for DoD.

1.6.13.4. Performs trust fund accounting and monitors FMS trust fund balances to make sure foreign deposits are adequate and reimbursement to DoD components is made on time.

1.6.13.5. Gives help and guidance on security assistance finances, including reconciliation services, to the DoD components.

1.6.13.6. Operates the centralized system for DoD-wide FMS forecasting, delivery reporting, collecting, and trust fund management.

1.6.13.7. Develops DFAS accounting and delivery reporting policy for Defense Accounting Organizations (DAOs) providing accounting support to Air Force security assistance activities.

1.6.13.8. Acts as the focal point for the financial and delivery reporting systems within CMCS.

1.6.14. **Foreign Governments and International Organizations.** For FMS, these entities are referred to as the purchaser or customer and should:

1.6.14.1. Set up offices and authorize government representatives to process Letters of Request (LOR), LOAs, and LOA amendments and modifications. Provide information copies of all LORs and correspondence to the Security Assistance Organization (SAO).

1.6.14.2. Set up and maintain the capability within the continental United States (CONUS) to:

- Accept title to materiel, file declarations, and arrange for the onward movement of materiel.
- Designate and manage freight forwarders.
- Reconcile billings with receipts and make payments.
- Follow up on pending security assistance matters.
- Coordinate unusual problems with US officials.
- Submit RODs.
- Purchase commercial items which are not available or which usually are not supplied by DoD.

1.6.14.3. Set up and maintain a current file of the US directives needed to get security assistance articles and services. These may be purchased through an FMS publications case.

1.6.14.4. Requisition against blanket order cases.

1.6.14.5. Keep supply and shipment status records updated.

1.6.15. **US Air Force Contractors.** US Air Force contractors who fill FMS requests are in direct support of the US Air Force in implementing the LOA. There is no contractual relationship between the FMS purchaser and the US Air Force contractor. The contractor is a US Government team member in the FMS implementation and may help develop the LOA. The contractor may also help the purchaser in site surveys and security assistance management reviews.

**1.7. Security Assistance Managers.** Each foreign country or international organization is assigned a SAF/IA Country Director to oversee that customer's overall security assistance program. Each case or action, including all FMS, is assigned a Case Manager and one or more Line Managers. Cases which are weapon system specific or require integration/coordination efforts of multiple commands or centers will also be assigned a SAPM. One person may be assigned to more than one of these management positions. Communication between all managers up-front and throughout the life of the case is necessary to ensure successful security assistance programs.

1.7.1. **Country Director.** A Country Director is the US Air Force focal point for all issues involving his or her assigned country. Country Directors are only assigned within SAF/IA. A Country Director may also be assigned as the Case Manager, SAPM or Line Manager for a particular case. A SAF/IA Country Director will:

1.7.1.1. Oversee all politico-military affairs; security assistance programs; technology and information transfer; disclosure policy; attaché affairs; cooperative research

development and acquisition; foreign visits; and other international programs with the assigned country.

1.7.1.2. Recommend and implement policy guidance and conduct military-to-military contacts. The SAF/IA Country Director represents the US Air Force in interagency and staff community processes and at all bilateral meetings and conferences.

1.7.1.3. Formulate the US Air Force position on joint, interdepartmental and interagency international matters involving the assigned country.

1.7.1.4. Serve as the US Air Force office of primary responsibility and focal point for Office of the Secretary of Defense (OSD), Joint Staff, other MILDEPs, Department of State (DoS) and other US Government agencies for matters involving international interests with the assigned country.

1.7.1.5. Oversee integration of US Air Force and US Government objectives regarding international base rights, access agreements, Status of Forces Agreements (SOFAs), and other treaty negotiations.

1.7.1.6. Serve as a focal point for request for release of official military information from foreign embassies and forward all such requests to SAF/IAWO for adjudication.

**1.7.2. Security Assistance Program Manager (SAPM).**

The SAPM is responsible for evaluating the LOR, gathering LOAD, and executing and implementing the program as stated in the International Program Directive (IPD) or Program Management Directive (PMD). The SAPM's authority and responsibilities end when a Notice of Supply/Services Completion (NSSC) has been submitted for every line. The SAPM is the program execution interface with the foreign government or international organization. The SAPM normally is in the organization with the most implementation responsibilities.

1.7.2.1. The SAPM is responsible for day-to-day execution of the program and ensures that the Case Manager is informed of progress and any problems. The SAPM directs and coordinates the efforts of all Line Managers--including those managers external to the SAPM's own organization/command. The SAPM ensures that the Case Manager knows of all reviews and meetings involving the foreign government or international organization so the Case Manager may attend.

1.7.2.2. The SAPM sends the Case Manager all changes in cost, performance, schedule, source of supply, supplemental conditions, program additions, modifications, and deletions, management plan, and other program adjustments.

1.7.2.3. The SAPM tracks all procurement, stock issues, and personnel orders. For FMS system acquisition cases, the SAPM reports program status through the normal acquisition lines of accountability (i.e., SAPM -- SPD -- Program Element Officer (PEO)/Designated Acquisition Commander (DAC) -- Air Force Acquisition Executive (AFAE)).

1.7.3. **Case Manager.** DoD Manual 5105.38-M (SAMM), Chapter 7, defines a Case Manager's authority, responsibilities, accountability, and control. The Case Manager is responsible for the case from receipt of the LOR

through final case closure. The Case Manager directs case actions needed to satisfy purchaser or lessee requirements. The Case Manager ensures case documents and payment schedules are written and updated, issues implementing directives, directs funds distribution to the Line Manager, and monitors contractual and financial actions to execute and close the case. The Case Manager will determine if a SAPM is required based on criteria in paragraph 1.7.2. of

this manual. If a SAPM is not assigned to a case, the Case Manager is also responsible for duties described in paragraph 1.7.2. of this manual. Case Managers are only in SAF/IA, AFSAC, or AFSAT.

1.7.3.1. The Case Manager manages the case through reviews, visits, surveillance reports, and correspondence. The Case Manager is responsible for all formal interface (e.g., scope changes, modifications to LOA) with the foreign government or international organization. The Case Manager ensures timely resolution of problems forwarded by the SAPM or Line Manager and coordinates the activities of supporting organizations.

1.7.3.2. When the major articles or services are supply/services complete for a case with a SAF/IA Case Manager, the Case Manager will issue an IPD Amendment transferring case management responsibilities to AFSAT or AFSAC. Case Managers in AFSAT and AFSAC are responsible for all case closure actions.

1.7.3.3. A Case Manager may also perform other security assistance actions, such as FAA Section 506 drawdowns; MAP loans; and third-party transfer coordination.

1.7.4. **Line Manager.** The Line Manager receives direction from the SAPM (or Case Manager if no SAPM is assigned). Line Managers direct the distribution of OA for their lines, process and initiate orders for articles and services, and monitor contractual and financial actions to meet proper execution and line closure.

1.7.4.1. The Line Manager directs actions needed to provide all articles and services within a specific line of an LOA or lease. The Line Manager may work directly with supporting activities to meet these responsibilities.

1.7.4.2. The Line Manager must refer unresolved problems to the SAPM, with information copy to the Case Manager.

1.7.4.3. The Line Manager must advise the SAPM, with information copy to the Case Manager, when the issuance of a case amendment, notice, or other action is required.

1.7.4.4. The Line Manager may also perform other security assistance actions, such as FAA Section 506 drawdowns; MAP loans; and third-party transfers.

1.7.5. **AFMC Command Country Manager.** The AFMC Command Country Manager (CCM) will ensure AFMC support for all FMS sales contracts, MAP loans, drawdown actions, excess materiel transfers, and other security assistance and international activities. The AFMC CCM determines if a SAPM is required for AFSAC-managed cases in accordance with paragraph 1.7. of this manual. AFMC CCMs are in AFSAC.

1.7.5.1. The CCM reviews all requests for P&A or LOAD for AFSAC-managed cases, integrates new case workload with existing customer programs, and identifies concerns to be elevated to the SAF/IA Country Director. The CCM does not direct SAPM activities, but may assist in obtaining resources, solving problems, and integrating SAPM activities into the overall country program.

1.7.5.2. The CCM is a participant in the Integrated Product Team (IPT) for FMS system acquisitions. The CCM collects

and organizes information about country program scope, performance, and status of finances and reports to the SAF/IA Country Director on a regular basis. The CCM may also be a SAPM, Case Manager, and/or Line Manager for selected cases or lines

## Chapter 2

### GENERAL PROCEDURES FOR INTERNATIONAL AFFAIRS AND SECURITY ASSISTANCE

**2.1. Standards of Conduct.** DoD Regulation 5500.7-R, *Joint Ethics Regulation*, August 1993, prescribes standards of conduct applying to US Air Force military and civilian personnel. It prohibits, among other things, conflicts of interest between official duties and personal conduct. This includes unauthorized personal use of US Government funds or property. Likewise, unauthorized use of foreign funds and property is prohibited. Consult AFJI 16-104, *Administration and Logistics Support of Overseas SAOs*, (formerly AFR 400-45) and local guidance for specific restrictions on the use of case funds and FMS administrative funds.

**2.2 Foreign Disclosure.** All disclosures/releases of military information and materiel to foreign nationals resulting from International Affairs and security assistance activities must be authorized in accordance with AFR 16-2, and AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations* (formerly AFR 200-9).

**2.3. Communications Within DoD.** Implementing commands, agencies, SAPMs, Case and Line Managers, and customers may communicate directly with each other in security assistance management and may exchange technical information as authorized. They must refer policy and procedural matters through the SAF/IA Country Director to SAF/IA.

**2.4. Communications With Contractors.** The MILDEPs implement FMS from DoD stocks or procurement from contractors. Foreign countries and international organizations may also procure directly from contractors. The US Government may sell defense articles to US companies for incorporation into end items that are the subject of direct commercial procurements (under the terms of AECA Section 30).

2.4.1. In all cases, US Air Force personnel must comply with all ethics and contracting regulations, as well as the policies and procedures in DoD Manual 5105.38-M (SAMM), Section 602. US Air Force personnel must refrain from unfairly disclosing advance procurement information when the US Government is going to initiate a competitive procurement. The only proper source of information for US Air Force procurements is the contracting officer, and contractors seeking substantive dialogue should be directed to the contracting officer.

2.4.2. Security assistance personnel may work with US contractors on non-contractual, technical matters only. Typically, security assistance personnel may make

presentations on US Air Force systems and facilitate meetings between the contractor and the customer up to the time an LOR is issued. Thereafter, security assistance personnel should communicate fully with a contracting officer and encourage contractors to pursue their information needs with that officer.

2.4.3. Requests for Proposals (RFP) and contracts state that the contracting officer is the channel for US Government and customer information needed by the (prospective) contractor. If an RFP or contract states that security assistance personnel are to provide information to the contractor, security assistance personnel should coordinate with the contracting officer prior to providing any information to an actual or prospective contractor.

2.4.4. When contractor and customer discussions indicate that a direct commercial sale will occur, the contractor should be directed to the Department of Commerce (for trade issues and information) and the Department of State (for arms export issues and information).

2.4.5. When an article is under National Disclosure Policy (NDP) review, US Air Force personnel will not discuss or provide any information regarding releasability to contractors until a final decision is made. The contractor may only be informed that the article is currently under review.

2.4.6. US Air Force personnel will not solicit or recommend sole source procurement.

**2.5. FMS Purchaser Participation at Contract Negotiations.** Only the US Government negotiates terms and conditions of contracts to meet LOA requirements (Letter of Offer and Acceptance Standard Terms and Conditions, paragraph 1.2.). Purchaser representatives usually are not allowed to take part in US Government contract negotiations.

2.5.1. US Air Force contract negotiators may request the presence of the purchaser to clarify requirements. Any other exceptions must be approved by the SAF/IA Country Director, SAF/IA, and the Assistant Secretary of the Air Force for Acquisition, Deputy Assistant Secretary (Contracting) (SAF/AQC).

2.5.2. The LOA identifies all pertinent information and contractual obligations between the US Air Force and the foreign government. When the foreign government desires a copy of the signed contract between the US Air Force and the contractor supporting the FMS requirement, the contract may be released if the following conditions are satisfied:

- The contract is unclassified.
- The Delegation of Disclosure Letter (DDL) and other LOA provisions do not preclude release of

information (such as specifications) contained in the contract.

- The contract contains no privileged commercial data.
- The contract does not include requirements for another foreign government or the US Government.
- The contract is otherwise releasable under Freedom of Information Act (FOIA) procedures.
- Internal documentation, such as negotiation or pricing memoranda, will not be released. Similarly, information on other contracts and subcontracts will not be released.

## 2.6. Visits by Foreign Nationals.

**2.6.1. Self-Invited Visits.** All requests for visits by foreign nationals pertaining to a current or proposed security assistance case must be sent to SAF/IAD according to the Handbook for Service Attachés Accredited to the Department of the Air Force. For most visits, the foreign government should send the information through its embassy in Washington DC to SAF/IAD at least 30 days before the arrival date of the visitors. International organizations send their requests directly to SAF/IAD. These procedures apply to US Air Force and contractor facilities. The foreign government or international organization pays for all travel and visits by its representatives.

**2.6.2. US Air Force-Sponsored Visits.** The Chief of Staff, US Air Force may invite foreign nationals to take part in distinguished visitor tours. These visit requests do not need to go through US diplomatic channels because the Office of the Vice Chief of Staff, Foreign Liaison Division (HQ USAF/CVAI) arranges these tours. Other visits by foreign representatives invited by the DoD must be approved by SAF/IAD in advance.

**2.6.3. Wearing of Uniforms.** All foreign nationals who are visiting DoD installations or assigned under the International Personnel Exchange Program (PEP), as approved by SAF/IAD, shall be issued badges or passes that clearly identify them as foreign nationals. All foreign exchange personnel participating in a PEP must wear their military uniforms during duty hours on DoD installations.

**2.7. US Government Personnel Travel.** US military and civilians on security assistance travel (whether financed by FMS administrative funds, FMS case funds, or other security assistance funds) must follow the policies and procedures in the *Joint Federal Travel Regulation* (JTR), Volume I (Uniformed Service Members) and Volume II (Department of Defense Civilian Personnel); AFR 172-1, Volume 1, *USAF Budget Policies and Procedures*, October 1990; AFR 10-7, *Administrative Orders*, September 1986; and AFI 24-101, *Passenger Travel* (formerly AFR 75-8, Volume 1). TDY will be kept to the minimum needed for effective management.

Wherever possible, use alternative methods of communication such as video teleconferencing and conference calls. When face-to-face contact is mandated, combine multiple purposes in one trip when possible.

**2.7.1. Carrier and Class.** The security assistance traveler must use the same carrier, routings, and class of service required of other DoD travelers.

**2.7.1.1.** The LOA shall not contain a requirement or an authorization to use a designated foreign air carrier and shall not require or authorize a class of service other than economy for DoD personnel travel associated with the case. Waivers for security assistance travelers are the same as those for other DoD travelers.

**2.7.1.2.** Only the Secretary of the Air Force may authorize first class accommodations for commercial air. US escort officers have blanket authority to travel first class when accompanying foreign military personnel who are traveling first class, if all costs are paid from direct case funds. The office which arranges this travel prepares the First Class Air Accommodations Report, IRCN:0167-GSA-SA, from details supplied by the traveler.

**2.7.1.3.** Unless otherwise stated in the LOA, FMS travel uses carriers in the following priority:

- Contract carriers when traveling between city-pairs listed in the Federal Travel Directory. Deviations from this policy require written justification and annotation on the TDY orders.
- Regularly scheduled US flag air non-contract carrier at the lowest cost service available to meet mission requirements.
- Foreign flag air carriers, when US air carriers are not available, to meet mission requirements under the terms of the JTR.
- Air Mobility Command (AMC) service at the non-US Government rate in AFR 76-28, *Non-US Government Rate Tariffs*, July 1975 (authorized only when commercial flights are not available or for security reasons when travel to high risk areas is necessary).

**2.7.1.4.** In lieu of using the above carriers, US Government personnel traveling in support of FMS may use space available airlift which is not dedicated or chargeable to FMS. Travelers may use these aircraft only when there is no additional cost to the US Government. When an operational support airlift is dedicated to FMS, all costs are charged to the FMS case or to the administrative fund according to AFR 76-28.

**2.7.2. Country Clearances.** Official visitors to foreign nations must adhere to the requirements of AFJI 24-405, *DoD Foreign Clearance Guide* (formerly AFR 8-5), including coordination with the in-country SAO. The SAPM (or Case Manager if no SAPM is assigned) is responsible for obtaining overseas country, special area access, and theater clearances for anyone traveling in support of the program, including contractors.

**2.7.3. SAO Travel.** SAO personnel travel is not FMS case funded unless it is in support of a management function for the program. Temporary duty (TDY) or travel costs incurred by SAO personnel traveling solely in support of a FMS program may be charged to the FMS case if:

- The SAO is performing or supporting program management functions for either the US Government or the purchaser.
- The implementing agency agrees that the travel is required. More specifically, the presence of the SAO member must be requested, either by the country or by the case or program manager, and the invitation to travel approved by the implementing agency.

**2.8. Quality of Support.** All security assistance program management must meet the same high standards of efficiency and conduct that apply to US Air Force activities. The US Air Force primary goal is to support US foreign policy objectives by delivering high quality articles and services in a timely manner.

**2.8.1.** Delivery schedules are set for system end-items to ensure effective logistics support and training. Security assistance customers should understand the requirement for leadtime, including procurement, for articles and services.

**2.8.2.** The DoD priority system and the peculiarities of certain articles and services will affect leadtime. US Air Force security assistance personnel must stress these factors during each transaction, to ensure common understanding between the US Air Force and the customer on delivery of articles and services.

**2.9. Condition of US Air Force Articles.** Article condition codes for FMS, if applicable, must be in the LOA. Paragraph 2.b. of the Letter of Offer and Acceptance Information (attached to each LOA) describes these codes.

**2.9.1.** The US Air Force may transfer certain articles on an "as is, where is" basis. The US Air Force is not responsible for the repair, support, or movement of these articles, unless the LOA so indicates. The customer should inspect the articles to be transferred before document preparation. For FMS, any US Government cost involved in the inspection should be included in the LOA. The LOA must show the condition of the articles, work to be done, and an estimate of the associated costs in separate line items.

**2.9.2.** If the US Air Force agrees to sell only new and unused articles under FMS, this must be indicated in the LOA. Requisitions for new and unused articles must have a "6P" advice code and cannot be placed against blanket order "KB" cases. The US Air Force will usually procure these articles.

**2.9.3.** Security assistance articles supplied to the customer from US Air Force inventory or excess stock

must meet the serviceability standards in the applicable technical instructions or orders, unless otherwise specified. Costs to upgrade items to these standards will be charged to the customer in a LOA. Articles from stock must be serviceable, but may or may not be new and unused.

**2.9.4.** Bare item inspection is not done for security assistance shipments of Technology Repair Center (TRC), repair contractor investment items, and serviceable customer returns. These items will be inspected to the same degree as shipments to other Air Force bases. Bare item inspection requirements will be done for FMS acquisition advice code 6P items requiring new or unused material only; problem or suspect items; or manufacturer packs (new material) which are opened, damaged, or over 24 months old.

**2.10. Combined FMS and Commercial Programs.** Customers normally will receive a better product when there is a single manager of the total program. Programs split between FMS and commercial sales do not provide this single manager. The US Air Force will not encourage or participate in such a split program unless DSAA authorizes it.

**2.11. Other MILDEP-Managed Items.** The US Air Force is the implementing agency for security assistance for defense articles and services under its cognizance, including articles stocked, stored, issued, and procured by the US Air Force. The US Air Force may support FMS for some items available from the US Army, US Navy, or other Department of Defense (DoD) components, if part of a system case, where they are nonstandard items, or when directed by the Office of the Secretary of Defense (OSD).

**2.11.1.** Cases with other MILDEP-cognizant items may include "D," "S," "Q," and "Y" cases; Defense Logistics Agency (DLA), General Services Administration (GSA), and Single Manager Conventional Ammunition (SMCA) articles; and Federal Aviation Administration (FAA) services.

**2.11.2.** Follow-on support items should come from the DoD component controlling the item. DD Form 448, **Military Interdepartmental Purchase Request (MIPR)**, or similar documents may be used to support an approved US Air Force program. Specific documents to be used are normally directed by the DoD component controlling the item and should be specified in the IPD.

**2.12. Nonstandard and Commercial Items.** Nonstandard articles may be purchased through a direct commercial sale between the purchaser and private industry. When requested by the purchaser and approved by the US Air Force and DSAA, the US Air Force can provide nonstandard articles, initial logistics support, and follow-on logistics support for nonstandard items.

2.12.1. Items which are no longer in the DoD inventory but are still used by the foreign customer, customer unique parts never used by the US Air Force, and commercial part-numbered items that have military application may be supplied on an FMS case through the Nonstandard Item Parts Acquisition and Repair System (NIPARS) program. This program is administered by AFSAC. For information regarding the NIPARS program, contact the Air Force Security Assistance Center, Process and Operations Systems Management Directorate, Operations and Analysis Division (AFSAC/XMO), 1822 Van Patton Drive, Wright-Patterson Air Force Base (AFB), Ohio 45433-5337.

2.12.2. Follow-on logistics support may include buying and delivering nonstandard items, repairing or overhauling nonstandard items, and revising or updating Country Standard Technical Orders (CSTO). A system sale LOA must state specifically what support will be given. If nonstandard logistics support is furnished, the LOA also must provide for cataloging and provisioning documentation and effort (PD&E) to all nonstandard articles. Cataloging includes assigning National Stock Numbers (NSN) and associated Catalog Management Data (CMD). When CSTOs are bought, the first FMS purchaser must pay all the costs of developing the data. The first purchaser should be reimbursed for nonrecurring research and development from subsequent sales of that data.

2.12.3. Initial requests for nonstandard articles (other than parts for NIPARS) should be sent to the SAF/IA Country Director, with a recommendation for approval or disapproval. The SAF/IA Country Director will staff the request through the cognizant system project office (SPO) or AFSAC, as appropriate, and with DSAA for final approval.

2.12.4. The assignment of an NSN does not change the status of an article from nonstandard to standard.

2.12.5. LOAs should state the scope of the rights for data (limited or unlimited) which the purchaser seeks, and that the US Government has the same rights to the data as the purchaser. This means the US Government has the right to furnish technical orders (TO) and data to future FMS purchasers (as allowed by the contract) without the permission of the original FMS purchaser.

2.12.6. The US Air Force usually does not sell or support a commercial type system unless it is used as a defense article or service by the customer. If a purchaser wants to buy a commercial system of any kind, the purchaser should deal directly with industry unless DSAA directs otherwise.

### 2.13. Obsolete or Deactivated Items.

2.13.1. **Obsolete Items.** The US Air Force must tell customers when articles become obsolete. The US Air Force does not furnish updated technical orders of assistance, or surveillance test data beyond 1 year after an

article is declared obsolete. Articles which do not present a known hazard or safety of flight condition may be continued in service by the customer. The customer may ask for US Air Force testing. The customer must provide the articles to be tested and must reimburse the US Air Force as stated in an LOA.

2.13.2. **Systems Deactivated by the US Air Force.** The US Air Force will provide support on deactivated systems as long as the FMS purchaser uses the system or until a mutually agreed upon date. AFM 67-1, *USAF Supply Manual*, Volume IX, July 18, 1988, Chapter 14, contains procedures for this support.

2.14. **FMS Development Programs.** The US Air Force will decide on a case-by-case basis whether to sell systems and equipment involving significant research, development, test, and evaluation (RDT&E). DSAA must approve all FMS of developmental programs. These programs are managed according to DoD 5000 and AFR 800-series directives and instructions.

2.14.1. Systems in the RDT&E acquisition cycle may be sold by either commercial or FMS methods (subject to USD (AQ) approval). Because these systems have not completed Operational Testing and Evaluation, purchasers are encouraged to buy those systems already in the US Air Force inventory.

2.14.2. Purchaser requests for FMS developmental programs must be sent to the SAF/IA Country Director. Requests must include detailed information on the purchaser's specific requirements. These requests are similar to the US Air Force statements of need (SON), AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures* (formerly AFR 57-1).

2.14.3. The SAO may ask the US Air Force to help prepare requests for developmental programs. These requests go through the same channels as requests for standard FMS cases.

2.14.4. FMS developmental program plans approved by DSAA are sent through the SAO to the purchaser. The developmental program plan must include a schedule for preparing the LOA. US Air Force will provide P&A data only when the purchaser requests it. After the purchaser approves the FMS developmental program plan, SAF/IA will prepare the LOA.

2.15. **General Officer Review Group.** The General Officer Review Group reviews Air Force management, contracting and procurement, and production policy and procedures which influence US Air Force security assistance. This is an executive level group hosted by SAF/IA with members from SAF/AQ, the PEO/DAC, and others as appropriate for the topic of discussion.

2.15.1. General Officer Review Group reviews are recommended for all LORs for LOAs involving:

- System sales estimated to exceed \$50 million.

- Cases requiring Congressional notification (AECA, Section 36(b)).
- Cases supporting other DoD components.
- Cases involving intelligence community and support.
- Co-Production or Cooperation Projects (AECA, Sec 27).
- Nonstandard logistics support estimated to exceed \$20 million.

2.15.2. General Officer Review Group reviews are recommended for all LORs, LOAD, or LOA issues involving:

- Release or disclosure problems.
- Major deviations or waivers to regulations.
- Major diversion of US Air Force assets.
- Major program, policy, or procedural matters.

2.15.3. General Officer Review Group reviews are recommended for all Cooperative Research and Development Programs.

**2.16. Quality Assurance Inspection.** The US Government provides quality assurance inspection for purchaser's direct acquisitions only under DLA LOAs. DLA has overall responsibility and has designated the Defense Contract Administration Services Region (DCASR) as the central control point. All requests for such inspection must be sent to the DCASR, New York, regardless of which MILDEP or other DCASR controls the plant. The US Air Force responds to inspection requests through the DCASR and directs inspection services at plants under its cognizance. Statements of cost are sent to the DCASR, New York, for reimbursement to the inspecting agency.

**2.17. Conversion to Contractor-Furnished Equipment (CFE).** FMS articles may be converted from government-furnished aeronautical equipment (GFAE) to CFE only if needed to perform the program in a timely manner. An LOA modification may be required to change the source of supply and cost.

**2.18. Automatic Digital Network (AUTODIN) Facilities.** Joint Chiefs of Staff (JCS) Memorandum of Policy 112, 6 December 1975, authorizes sending FMS requisitions through AUTODIN facilities. This allows the United States to handle official military messages for foreign nations. Arrangements for using AUTODIN facilities must be indicated in an LOA.

2.18.1. The SAO should send fully justified requests for using AUTODIN facilities through the unified command to the SAF/IA Country Director. SAF/IA regional offices send requests through HQ US Air Force, Deputy Chief of Staff, Command, Control, Communications and Computers, Directorate of Plans and Policy (HQ USAF/SCX) and the Joint Staff to OSD. The terms of the LOA are implemented only after OSD approval.

2.18.2. The US Government must charge for manpower, equipment, and other direct AUTODIN-related costs for

support of message traffic under the agreement. These costs are put on an FMS case. If the additional message traffic requires expanding AUTODIN facilities, the purchaser must pay these costs which must be addressed in the AUTODIN agreement.

## **2.19. Use of US Air Force Equipment/Personnel to Support International Airshows and Trade Exhibitions.**

**2.19.1. US Air Force Aircraft, Articles, or Services.** Contractors should send requests for the use of US Air Force aircraft to the respective AFMC aircraft program office, who will notify SAF/IAX. SAF/IAX will provide policy after coordination with the Air Staff. The Assistant Secretary of the Air Force for Acquisition, Deputy Assistant Secretary (Contracting), Pricing and Contract Admin Division (SAF/AQCP) will coordinate the request within the Air Staff. AFI 64-103, *Leasing US Air Force Aircraft and Related Equipment to Nongovernment Organizations* (formerly AFR 70-10), contains policy and procedures for leasing DoD aircraft to manufacturers for airshows. SAF/AQC is responsible for these processes. In addition, DoD Directive 7230.8, *Leases and Demonstrations of DoD Equipment*, February 16, 1995, outlines policy and responsibility for leasing and demonstration of DoD equipment to defense contractors at international airshows or trade exhibitions.

**2.19.2. US Air Force Personnel.** After obtaining policy direction from SAF/IAX on the level of DoD participation at a specific international airshow and trade exhibition, the MAJCOM or assigned office in HQ US Air Force will approve or disapprove requests for US Air Force personnel attendance. US Air Force personnel attending these shows will follow the standards of conduct in DoD Regulation 5500.7-R. The level of involvement by US Air Force personnel at specific exhibitions depends on whether OSD policy allows for direct participation as defined in DoD Directive 7230.8.

**2.19.2.1. Direct DoD Participation.** The static display, demonstration (aerial or live), or manning by DoD personnel of defense equipment, including displays providing information on DoD systems and technology, as well as the transportation of equipment that will be part of a DoD exhibit or otherwise employed by the DoD itself at an international trade exhibition. Manning by DoD employees includes operating equipment, standing by displayed equipment, and answering questions on the equipment. Direct DoD participation also includes the presence of DoD personnel as official speakers or panel members at an international trade exhibition. However, direct DoD participation does not include DoD employees who attend international trade shows and exhibitions as observers or in other capacities not directly related to the transportation, display or demonstration, and manning of defense equipment.

**2.19.2.2. International Airshows and Trade Exhibitions.** Events held outside the United States that are organized primarily for promoting the sale of aerospace and other defense products. Events that consist only of the

demonstration or display of aircraft and other defense equipment for public enjoyment and community relations, including aerobatic demonstrations and static displays held on specifically designated public days of international airshows or trade exhibitions are governed by DoD Directive 5410.18, *Community Relations*, July 3, 1974, DoD Instruction 5410.19, *Armed Forces Community Relations*, July 19, 1979, International Traffic in Arms Regulation (ITAR), October 1994, and DoD Directive 2040.2.

**2.20. Marketing Guidelines.** When considering discussing articles, services, and capabilities with potential foreign customers, it is important to distinguish who initiated the discussion. US Air Force personnel must be aware that the ITAR, Section 130.17 (Export) specifically identifies what constitutes exporting information, data, technology, or end items. Emphasis is added that exporting may result by disclosing (including oral or visual disclosure) or transferring in the United States any defense article to any foreign person, embassy, any agency or subdivision of a foreign government (e.g., diplomatic mission). Exporting requires an approved export license or approved exemption. Severe penalties exist for violating the ITAR requirements for the Unauthorized export of technology or related data, information, or end items. There are three areas where US Air Force personnel should use caution in discussions with foreign purchasers:

2.20.1. US Air Force personnel cannot promote new sales to customers in new areas. If a country has not purchased a system and has not asked for information concerning that system, US Government representatives should not initiate discussions concerning the system, depot capabilities, etc.

2.20.2. Representatives from the DoD must not give the impression that they have the authority to decide whether or not a sale will take place. The AECA gives the State Department the authority to approve all sales of defense articles and services to foreign countries. DoD Manual

5105.38-M (SAMM), Chapter 6 defines the SAO as "The principal point of contact for most US defense industry representatives marketing defense equipment in US missions..." Any US Government entity wishing to discuss available services and capabilities with foreign customers, should do so through the SAO. This allows the SAO to guard against false expectations that the US Government is prepared to sell items being discussed.

2.20.3. Representatives from DoD cannot appear to favor one US competitor or US product over another US competitor or US product. Representatives must limit themselves to factual descriptions of systems and system capabilities without appearing to endorse one US system over another competitive US system. This is not to inhibit endorsement of US products or capabilities over foreign products of capabilities.

**2.21.** US Air Force agencies/individuals must obtain SAF/IA approval prior to initiating any negotiations with foreign owned, controlled, or influenced entities (government and commercial) that may commit the US Air Force to new sales or leases of defense articles or services, CRDAs, training programs, personnel exchange programs, and ICRD&As. SAF/IA prior approval is not required for initial, informal or exploratory discussions in which agencies provide information regarding systems, facilities and capabilities already approved for release. Nor is prior approval needed for talks about potential training or follow-on support for existing sales/leases. In appropriate cases, the requirement for SAF/IA approval will be satisfied through normal processes for case development, disclosure clearances, licensing, etc. In cases where negotiation approval of an "international agreement" within the scope of AFI 51-701, *Negotiating, Concluding, Reporting, and Maintaining International Agreements*, May 1994, is sought, the procedures of that instruction will apply. The SAF/IA Country Director, SAF/IAQ, SAF/IAD, or SAF/IAX should be contacted as appropriate.

## Chapter 3

### SECURITY ASSISTANCE SURVEYS

**3.1. Security Assistance Survey Teams.** Efficient and effective aid to our security assistance customers requires a large amount of planning. Teams of US Government, contractor, and customer country personnel conduct several styles of surveys to determine the customer's requirements. DoD Manual 5105.38-M (SAMM), paragraph 40102.D2 and Table 401-4 provide general guidance for survey teams.

**3.2. Congressional Interest.** Congress requires a quarterly report on the countries surveyed, the survey's purpose, and the number of US Government personnel

involved. See DoD Manual 5105.38-M (SAMM), Table 401-4, Section IV for the required report format. The Chairman of the House Foreign Affairs Committee or the Senate Foreign Relations Committee may also request copies of the survey report (AECA, Section 26).

**3.3. Site Survey Team (SST).** A SST is normally required when a purchaser is new to US support or is developing a new system. The main purpose of a SST is to look carefully at a proposed site for the system. Perform the SST as early as possible because conditions

vary considerably around the world and will have significant impact on system sale supportability and cost.

3.3.1. The Case Manager must ensure the results of the SST are included in the LOA. LOA supplemental conditions will include information concerning any US Air Force recommendations not included in the LOA. The responsibilities of the purchaser must also be included, such as the need for: 60-cycle, 110 volt current; construction of a humidity-controlled laboratory; runway extension; training; etc.

3.3.2. All costs for the SST must be covered in an LOA. The survey may be funded by a separate LOA ("N" case) or may be reimbursed from a separate line on the system sale.

3.3.3. The SST should prepare a report (Attachment 3) and brief the purchaser on the report. Physical, logistical, and informational security requirements of the system will be included in the report. The SST should also determine the adequacy and applicability of the existing Logistics Support Agreements for the host country.

3.3.4. The site survey team chief is normally from SAF/IA, but SAF/IA may delegate this role to the SAPM. Contractors may be included as associate team members under the control of the team chief. Purchaser counterparts should work with the SST.

3.3.5. Specialized teams may be formed to conduct a Training, Logistics, or Technical Survey.

**3.4. Training Survey.** A training survey is similar to a site survey, but addresses the customer's specific training needs and training conditions. Training survey teams may evaluate generic training requirements (such as basic flight training) or more specific training needs for a particular equipment installation and its associated mission.

**3.5. Logistics Survey.** A logistics survey is similar to a site survey, but concentrates on the support requirements of a system, equipment, or capability.

**3.6. Technical Survey.** A technical survey is similar to a site survey, but evaluates a customer's need for technical assistance or system modifications (e.g., engineering change proposal (ECP)).

**3.7. Defense Requirements Survey.** These teams assess a country's defense capabilities and requirements and are conducted by teams formed under the direction of DSAA. Although a US Air Force team does not conduct this survey, US Air Force participation may be invited by DSAA.

**3.8. System Planning Team (SPT).** SAF/IA may set up an SPT for major systems still under development when the FMS can have a direct impact on the US Air Force

program. The SPT must be covered by a line item in an LOA.

3.8.1. SAF/IA decides who will be on the SPT. The SPT consists of one or more representatives from US Air Force activities involved in the program and sale. Such activities may include SAF/IA (team chief), SAF/AQC/AQX, HQ USAF/LG, HQ AFMC, HQ ACC, HQ AETC, the SPD, AFSAC, AFSAT, an appropriate representative from the Mission Area Director, and the major US Air Force system users. The team chief must ensure the team includes experts in all functional areas to be surveyed including systems, operations, maintenance, facilities, logistics, supply, transportation, training, cultural, linguistic, and other areas as required. If the SPO determines contractors are needed, and SAF/IA approves, contractors may be associate team members under the control of the team chief. SAF/IA activates the team when needed to help in a specific sale.

3.8.2. The team may take part in all negotiations with purchasers on elements of the program. The SPT must consider both the US Air Force and the purchaser's needs in studying the following areas:

- Acquisition and FMS procedures and the effect on US Air Force development.
- Initial and follow-on spares, support equipment, maintenance, aircrew or maintenance training and equipment, etc.
- Procurement leadtime.
- Financing.
- International Engine Management Program (IEMP), Aircraft Structural Integrity Program (ASIP), Technical Coordination Program (TCP).
- Packing, preservation, transportation, licensing, embedded INFOSEC, Test Measurement and Diagnostic Equipment (TMDE).

3.8.3. The SPT report should include all items in the SST reports (Attachment 3) plus items unique to the SPT (e.g., effect on the US Air Force programs).

## Chapter 4

### PREPARATION AND PROCESSING OF FOREIGN MILITARY SALES (FMS) CASES

#### Section A - Processing Requests for FMS Cases

##### 4.1. Identifying Unclassified FMS Cases.

4.1.1. A case identifier is assigned to each FMS case to identify the purchaser and the articles or services being sold. A case identifier (for example, AT-D-AAA) contains the following elements:

- A two-position code indicating the purchasing country or activity (e.g., AT for Australia).
- A "D" indicating Air Force as the implementing agency (IA). **NOTE:** The Army IA code is "B" and the Navy IA code is "P"; other codes are in DoD Manual 5105.38-M (SAMM).
- A three-position case designator (e.g., AAA).

4.1.2. The first position of the case designator shows the type of case. For a complete list of first position designator codes and the command responsible for preparing LOA documents, see Attachment 2. The second and third positions are used to distinguish one case from another within the same category for each purchaser. In the example above, AAA is the first ammunition case for this purchaser, AAB would be the second case, etc.

4.1.3. In addition to the case identifier, each line item on the case must have a sequential line number (i.e., 001, 002, etc.). All training line items will begin with a "9." Each line must show the operating agency code (OAC) and Line Manager Code (LMC) for the line, as well as the Military Articles and Services List (MASL) line, generic identification and the Major Defense Equipment List (MDEL) code. Articles and services cases written before 1 June 1985 and training cases written before 1 July 1985 will also show an alpha subcase designator. The alpha designations should be continued on these cases until the cases are closed.

4.1.4. A project nickname may be assigned to system sales and complex cases. Nicknames may be requested from the Secretary of the Air Force, Office of the Administrative Assistant, Directorate for Security and Special Programs (SAF/AAZ).

##### 4.2. Identifying Classified FMS Cases.

4.2.1. If congressional notification is required under AECA section 36(b), the case identifier may not be used on any unclassified correspondence until the notification is complete. When a Case Manager receives a request for P&A data or LOAD which will be classified under DoD Manual 5105.38-M (SAMM), Section 502, the Case Manager will establish an unclassified pseudo-identifier for the classified data. Each organization processing P&A data or LOAD requests will maintain a register (log

classified SECRET) for unclassified pseudo-identifiers. A pseudo-identifier (for example, X7-D-AAB) contains the following elements:

- A two-position code indicating a generic purchasing country (e.g., X7). Attachment 4 identifies generic country codes available for use at each LOA preparing organization.
- An IA Code of "D" for US Air Force.
- A serial code (e.g., AAB). Use "R" for P&A data or "A" for LOAD in the first position, followed by the two-digit sequence alpha code.

Pseudo-identifier X7-D-AAB indicates a Case Manager in AFSAC is working the second classified LOA data package.

4.2.2. After establishing the pseudo-identifier, the Case Manager will send a classified message to applicable agencies notifying them of the assigned identifier along with the applicable program data. This pseudo-identifier will be used until the case becomes unclassified and a routine identifier may be established. P&A data and LOAD correspondence may be unclassified if the only reference is to the pseudo-identifier.

4.2.3. These procedures should be used only in extraordinary cases when an unclassified case identifier is required to aid communications. Ensure that any other local guidance on assigning case identification (such as for unclassified P&A data exercises) does not duplicate the numbering system outlined in this procedure.

4.2.4. For cases using pseudo-identifiers, the Case Manager's name will be entered as "Joe" in the Case Management Control System (CMCS). Under no circumstances will classified information be included in CMCS. The actual identity of the Case Manager will be made in the classified message referred to in paragraph 4.2.2. of this manual. Transportation and Contract Administrative Service (CAS) charges must be adjusted for the country involved, since CMCS will not automatically calculate those charges without a specific country code.

**4.3. Validating FMS Requests.** Each FMS request must meet the following requirements:

- An eligible purchaser must have sent the request through proper FMS channels described in DoD Manual 5105.38-M (SAMM).
- The articles or services in the request must be under US Air Force control or in support of an initial system acquisition.
- Requested articles or services must be subject to sale according to National Disclosure and

Releasability policies (see AFR 16-2 and AFI 16-201 (formerly AFR 200-9)).

- The purchaser must include in the request all required data and checklists.

**4.4. Processing Invalid FMS Requests.** Requests that do not meet all paragraph 4.3 requirements must be processed as follows:

- Send requests from an ineligible purchaser or requests received out-of-channels to DSAA.
- Send requests for articles and services under Army, Navy, or other DoD component control to that activity.
- Send requests for nonstandard systems and subsystems that DSAA has not approved or directed for sale through the SAF/IA Country Director to the Defense Security Assistance Agency, Operations Directorate (DSAA/OPS) for a decision. Requests for follow-on support of nonstandard systems and subsystems for which DSAA did not direct for sale must also be sent through the SAF/IA Country Director to DSAA/OPS.
- Send requests for articles and services not authorized for sale under disclosure or releasability policies to SAF/IAD. SAF/IAD will refer requests to DSAA if US Air Force does not recommend release.
- Return requests for articles or services restricted from sale by statute or policy to the requester. Explain the restrictions and indicate that exceptions should be requested through DSAA.
- Hold incomplete requests and send a letter or a message to the requester asking for the missing data.
- Notify the requester of any action taken and acknowledge if action will result in a delay.

**4.5. Processing Valid FMS Requests.** Requests that meet all paragraph 4.3. requirements must be processed using the following procedures:

**4.5.1. Releasability.**

4.5.1.1. If the releasability of items requested in the Letter of Request (LOR) needs to be determined, the Case Manager will request a determination following appropriate guidelines in AFI 16-201 (formerly AFR 200-9). Exceptions to National Disclosure Policy are sometimes required and will be prepared and staffed through normal Air Force disclosure channels. A determination should be made on all requests for information and materiel during initial LOR processing.

4.5.1.2. If an exception to NDP is required, the Case Manager will:

- Task the SAF/IA Country Director for politico-military justification.
- Ask DSAA, through the SAF/IA Country Director, to provide any justification from OASD/ISA, OSD, Secretary of State, or the White House, as appropriate.

- Provide above information to the Deputy Under Secretary of the Air Force (International Affairs), Disclosure Division, Policy Branch (SAF/IADP). SAF/IADP will process the exception.

**4.5.2. Price and Availability (P&A) Data Requests.**

4.5.2.1. If the request is for P&A data only, a case identifier is not assigned (see paragraph 4.2 of this manual if a pseudo-identifier is needed to maintain data security). Purchasers who want P&A data must state in the request that the information is for planning purposes only. The request for P&A data should be sent directly to the Case Manager in SAF/IA, AFSAC, or AFSAT. P&A data requests for system cases (except "Q") must be sent to SAF/IA.

4.5.2.2. P&A data are not valid for programming budget requests or for preparing an LOA. P&A data are computed on available information, often using standard US Air Force factors and formulas. P&A data may be available within Air Staff offices or from recent similar P&A data, or LOAD. If the information is available in the Air Staff, requests should not be made to MAJCOMs. Do not contact contractors for P&A data studies except in unusual circumstances.

4.5.2.3. DoD Manual 5105.38-M (SMM) prescribed disclaimer clause(s) must be included when furnishing P&A data. A copy of P&A data submissions should be sent to any US Air Force organization which may later prepare LOAD or an LOA.

4.5.2.4. P&A data should be provided to the purchaser within 45 days of receipt of the LOR.

**4.5.3. Letter of Offer and Acceptance (LOA) Requests.**

4.5.3.1. If the request is for an LOA, the LOA preparing organization assigns a case identifier. Within 5 workdays of LOR receipt, the Case Manager will send a reply to the purchaser to specify the case identifier, nickname, and approximate date the LOA can be expected. There is no requirement for an LOA for each individual LOR--LORs for the same type of case should be combined into one case.

4.5.3.2. If the request is for a system sale, the Case Manager determines the impact on US Air Force and FMS programs and any diversion of articles or services from US Air Force assets. Those system cases with Presidential or OSD directed timeframes are processed in close coordination with DSAA.

4.5.3.3. For "D," "S," and "Y" cases involving new procurement, the Case Manager will provide a copy of the LOR to the Deputy Under Secretary of the Air Force (International Affairs), Armaments Cooperation Division (SAF/AQ) and will coordinate further actions with SAF/AQ offices in accordance with SAF/AQ and SAF/IA Memorandum of Understanding, 25 February 1993.

4.5.3.4. The Case Manager will request a SAPM designation from the appropriate MAJCOM and submit a request for LOAD to the individual identified. For those

cases which involve AFMC, requests for SAPM designations must be sent to HQ AFMC/IA, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB, Ohio 45433-5006. HQ AFMC/IA will staff requests for SAPM identification through the SPDs and the Command Country Manager from AFSAC. For those cases which do not involve AFMC, requests for LOAD will be addressed to the Line Manager's organization. That organization will assign the SAPM and prepare the LOAD.

4.5.3.5. For LORs for complex system sales (i.e., major new aircraft sale), the SAF/IA Country Director may convene an initial meeting to identify OPRs, establish working relationships and map out the FMS acquisition program strategy.

4.5.3.6. An LOA should be sent to the purchaser within 60 days after a valid LOR has been received. Sections B and C of this Chapter provide specific guidance for preparing LOAs.

**4.6. Preparing Letter of Offer and Acceptance Data (LOAD).** The purpose of LOAD is to give the purchaser the best available estimate of costs and delivery times within allowable processing time. LOAD are valid for use on an LOA and include information on item delivery, payment schedules, manpower backup, and financial analysis for program milestones and timely deliveries and payments to contractors. Detailed LOAD studies are not done for US Air Force-managed spare parts, DLA and GSA items, or for blanket order cases (see AFM 67-1, Volume IX, Chapter 7). Release of LOAD without an LOA is an exception requiring SAF/IAX and DSAA approval.

#### 4.6.1. LOAD Taskings.

4.6.1.1. Requests for LOAD must be complete to make sure that estimates are valid. If information from the purchaser is not adequate for preparing LOAD, Line Managers must notify the SAPM who asks the Case Manager to get the required information from the purchaser. A normal tasking for LOAD includes:

- System checklist (if available) (see Attachments 5 through 13), Case Manager assumptions for any data missing from the checklist, INFOSEC involvement, financial backup requirements, manpower/personnel backup requirements, status of releasability/disclosure, etc.
- An estimated LOA acceptance date (for LOAD validity period).
- A return or suspense date (maximum of 30 calendar days).
- For system sales cases, a meeting date (approximately one week after LOAD due date) for LOA preparation. Each MAJCOM and agency submitting LOAD must send a representative to the meeting to explain their submission and help in preparing the LOA. The Case Manager's division chief may waive the meeting requirement. (**NOTE:**

This is pre-LOA work and is funded from the FMS administrative budget and is not reimbursable from the prospective case.)

4.6.1.2. Requests for LOAD for FMS system acquisition cases will be coordinated with SAF/IAQ, the cognizant SAF/AQ mission area directorate, and SAF/IAW prior to being sent to the SAPM. SAF/AQ will provide copies of the request to the appropriate AF Program Executive Officer or Designated Acquisition Commander.

4.6.1.3. The prospective SAPM is tasked to prepare LOAD. The SAPM acts as LOAD coordinator and tasks the cognizant organizations (Line Managers) for the articles and/or services to provide LOAD in LOA format. The Case Management Control System (CMCS) is the required method of gathering LOAD. If connectivity is not available, data will be sent to the Air Force Security Assistance Center, Process and Operations Systems Management Directorate, Program Control Division (AFSAC/XMP), 1822 Van Patton Drive, Building 210, Wright-Patterson AFB, Ohio 45433-5337 for entry in CMCS. Contractors should help prepare LOAD when required (Defense Federal Acquisition Regulation Supplement (DFARS)). The SAPM also tasks organizations for inputs to the Foreign Military Sales Management Plan (FMSMP). The FMSMP should be discussed at the LOA preparation meeting.

4.6.1.4. LOAD should be submitted to the LOA preparing office in LOA format. If more time is needed, the LOAD preparing office must ask for extra time and justify the delay. The purchaser must be informed of the delay and told when the LOA may be expected. If the response time given is less than 30 calendar days, the request must state the date the information is needed and explain the urgency of the requirement.

**4.6.2. General LOAD Requirements.** The LOAD provider must include the following information in the LOAD package:

4.6.2.1. Identification of dangerous, hazardous, classified and unclassified, distribution limited, or outsized air cargo, and Information Systems Security (INFOSEC) items. The LOAD requester must be told of all INFOSEC items not identified in the LOAD request. Foreign Disclosure and Technology Information Systems (FORDTIS) reports must be made for all LOAD requests on classified and nonreleasable articles or services.

4.6.2.2. Financial Analysis Worksheets (see Attachment 14) for Special Defense Acquisition Fund (SDAF) and systems sales cases, and Major Defense Equipment (MDE). The financial analysis is in addition to all other LOAD and must be prepared by line item. It may be used for cases of any value by the requester or the office preparing the LOAD. An automated version of this worksheet is available on CMCS.

4.6.2.3. Identification of potential problems, such as starting up closed production lines, diverting items from

US Air Force inventory, nonstandard items and non-availability of follow-on support.

4.6.2.4. Identification of Joint Staff and HQ US Air Force controlled items ("AF" in the Catalog Management Data File, issue and fund control column, means US Air Force controlled).

4.6.2.5. Availability of US Government personnel, both those who will be on temporary duty (TDY) and those who will be assigned under permanent change of station (PCS).

4.6.2.6. Availability of contract personnel in place of US Government employees, civilian and military, for any service overseas.

4.6.2.7. Deviations or waivers required.

4.6.2.8. Interim contractor support (ICS) needs.

4.6.2.9. Source information for commercial and commercially available articles and services. Also identify any articles or services approved by DSAA for contractor preference for direct commercial sales.

4.6.2.10. Federal equipment condition code if the equipment is in long supply or excess.

4.6.2.11. Training requirements and costs.

4.6.2.12. Travel requirements and costs. Travel costs must be estimated using Attachment 15.

4.6.2.13. Security access requirements for personnel in the program.

4.6.2.14. Site survey team and system planning teams requirements.

4.6.2.15. Generic code, MASL identifier, and MDE code.

4.6.2.16. Date through which data are valid.

4.6.2.17. In addition to submitting LOAD, the designated agency must prepare the draft FMS management plan and send copies to the Case Manager.

#### 4.6.3. **Availability and Leadtimes.**

4.6.3.1. Availability is stated in months with "(1)" being the first month after the LOA expiration date. Estimates must assume acceptance on the LOA expiration date, however, no adjustments in availability will be made for early acceptance. When determining availability, all administrative, procurement or production, and other leadtimes must be considered, including start-up time for closed production lines.

4.6.3.2. On a system sales case, articles and services with leadtimes in excess of the major end-item delivery must be identified and priced at the time the LOAD is prepared. When the LOA is written, the long leadtime item list should be attached unless the availability of the end-item is adjusted to encompass the longest leadtime article. The LOA must also include a statement that long leadtime items must be bought immediately without definitization, and that acceptance of the LOA by the purchaser authorizes the US Government to start supply and contracting actions. A letter of Intent (LOI) may be proper for long-lead items.

#### 4.6.4. **Cost Information.**

4.6.4.1. Although many charges are not broken out on the LOA, LOAD must show all applicable FMS elements of costs. See DoD Regulation 7000.14-R, Volume 15 for detailed security assistance financial procedures. AFI 65-503, *US Air Force Cost and Planning Factors* (formerly AFR 173-13) provides escalation rate factors. Questions on using these factors should be sent to the Office of the Assistant Secretary (Finance Management and Comptroller), Deputy Assistant Secretary (Cost & Economics) (SAF/FMC).

4.6.4.2. Basic cost estimates for principal and major items to be procured should come from contractors through the procurement activity.

4.6.4.3. Itemize cost data when it is needed (unit costs include these costs), such as: patent or royalty rights; nonrecurring costs; sales commissions and contingent fees; provisioning documentation and effort (PD&E); factors for general economic trends; contract administrative services and contract audit costs; government-furnished services, such as packing, crating, and handling (PC&H) and transportation when these are needed; technical documentation; cost factor for government-provided engineering services; test and evaluation costs; audit of claims costs; warranty costs; etc.

4.6.4.4. Include other direct costs, such as personnel and travel when these apply. See paragraph 4.7 of this manual for detailed information on preparing manpower data.

4.6.5. **Aircraft Ferry LOAD Requirements.** If the purchaser asks to have aircraft delivered by US Air Force, the LOAD must include data supporting this service.

4.6.5.1. If the purchaser requests **US Air Force airlift**, the aircraft must be for outsized commercial cargo or airlift approved by DSAA. The LOAD study must consider the following:

- Aircraft production or maintenance schedules, desired delivery dates, and the quantity of aircraft.
- Number of flights needed for delivery.
- Cost of ferrying aircraft from the manufacturer to the disassembly point for preparation for air shipment.
- Crew per diem (based on the average number of days required to deliver the aircraft), including average delay times.
- Transportation from the crew's present duty station or location to point of aircraft pickup in the CONUS. Return transportation of crew priced at commercial rates from the point of delivery in-country to the crew's present duty station or location. If the duty station is not known at the time of the LOAD study, estimate the price for the return based on a midpoint in the CONUS.
- POL costs (POL flying-hour rate for the aircraft times the number of flying hours required for delivery) and en route ground servicing costs.

- Cost of in-flight refueling based on the full flying-hour rate of the aircraft required for refueling times the number of flying hours required, and pay of the crew and crew per diem.
- Cost for defueling, purging, disassembling, preparing, packaging, and onloading of aircraft at the disassembly point, and reverse assembly.
- Estimated cost of the special assignment airlift mission (SAAM) flights and any support mission.
- Cost of reassembly of aircraft in country, including transportation, materiel, and flight test.
- Prorated costs for US Air Force shipping fixtures.
- Any other costs for the mission, such as spare parts for reassembly, overflight charges, landing and parking fees, ramp services, etc. These should be identified in the LOAD. If estimates are based on historical data, a 20 percent factor must be added to the total price estimates for deviations from the basic delivery plan and to cover unforeseen costs.
- Cost of escort aircraft services based on the full flying-hour rate of the escort aircraft times the number of flying hours required.
- Cost of air rescue service and navigational assistance aircraft, if needed, based on the full flying-hour rate of the aircraft times the number of flying-hours required and pay of the crew, including per diem. These costs are prorated if the assistance aircraft will also be servicing other customers while on the same mission. The basis for reduction is the number of customers served while on the mission, rather than the total number of aircraft delivered on the mission.

4.6.5.2. If DSAA approves **surface delivery** of aircraft, coverage and supplemental conditions must be in the LOA. The LOAD study must consider the following:

- Delivery to port of embarkation or preparation facility point of US Government acceptance or storage.
- Preparation for shipment.
- Cocooning or crating.
- Port-handling costs.
- Types of surface transportation.
- Destination port handling.
- Uncocooning or uncrating.
- Reassembly.
- Transportation to airfield.
- Functional check flight (FCF).
- FCF support.
- Caretaker, if needed.

The purchaser may take responsibility for "destination port handling" through "transportation to airfield." If the purchaser asks for FCF by a US Air Force crew, a caretaker is mandatory.

4.6.6. **Inventory Aircraft, Missiles, and Helicopters LOAD Requirements.** DoD Regulation 7000.14-R, Volume 15 contains policy for pricing articles supplied

from the US Air Force inventory. SAF/IAXM computes prices of inventory aircraft, missiles, and helicopters for the Air Force based on historical cost data and data provided by the Case Manager using a "Request for Inventory Aircraft, Missiles, and Helicopter Pricing" checklist.

4.6.6.1. The Case Manager is responsible for obtaining LOAD. Aircraft, missile, and helicopter availabilities are obtained from SAF/IAW. If availability is based on the items being excess or if a diversion of assets is required under DoD Manual 5105.38-M (SAMM), Chapter 6, the Case Manager must coordinate with HQ USAF/PE.

4.6.6.2. The Case Manager will obtain required information from the owning activity in coordination with the system SPD. The Case Manager must retain written backup correspondence with the owning activity and the SPD in the case file.

4.6.6.3. SAF/IAXM will provide historical acquisition value and compute the estimated transfer value for reporting to DSAA and Congress. If the sale is made with cash or repayable credit, the Case Manager must request final pricing from SAF/IAXM after the items have been transferred. These prices will be used for a final billing to the purchaser.

4.6.6.4. HQ AFMC is the OPR for inventory engine pricing, and ALC engine managers are the OPRs for inventory engine availability. Engine managers provide the estimated price to HQ AFMC for coordination and approval, before submittal to the AFSAC Line Manager. The AFSAC Line Manager must ensure the engine manager's estimated price has been coordinated and approved with HQ AFMC before submitting it to the Case Manager. HQ AFMC will ensure the estimated engine pricing has been performed as specified in DoD 7000.14-R, Volume 15, and reflects adjustment for age or condition.

4.6.7. **Federal Contract Research Center (FCRC) LOAD Requirements.** SAF/IA must provide the following information (required when LOAD is developed) to SAF/AQ on a case-by-case basis when FCRCs are being considered:

- A brief description of the program and the proposed FCRC involvement.
- A statement indicating the estimated totals of FCRC manpower, time, and dollars required to support the program and the source of the funds.
- Whether or not the FCRC is a directed source. Discuss the availability of other contractors, their technical qualifications, expertise, and timing considerations.
- Private sector reactions to the proposed FCRC involvement.
- The impact of the proposed FCRC FMS effort on the FCRC support to DoD programs (including the impact on the FCRC ceiling).

4.6.8. **INFOSEC LOAD Requirements.**

4.6.8.1. Requests for LOAD for INFOSEC items (National COMSEC Instruction (NACSI) 6001, Annex A) are sent to AFSAC for tasking. Tasking usually is directed to SA-ALC/LTRM and AFSAT Squadron for training. See section C of this chapter for information on how to write "O" cases for INFOSEC items.

4.6.8.2. All LOAD preparers must check current Special Defense Acquisition Fund (SDAF) asset lists as a possible source of INFOSEC articles.

4.6.8.3. If training is not available, it is possible to develop a course or use contractor training with National Security Agency (NSA)/S11 approval.

4.6.8.4. Transportation by the Defense Transportation System (DTS), Defense Courier Service (DCS) or registered and certified mail, is applicable only for classified articles and must be identified for accessorial charges. Use of estimated actuals (Lookup Tables) must be DSAA-approved. Controlled cryptographic items (CCI) must be transported by controlled means (constant surveillance and signature services required). LOAD must identify whether or not each article and service is classified, CCI, or unclassified.

4.6.8.5. When possible, the transfer of articles should be made at the purchaser's embassy, mission in CONUS, or designated INFOSEC account in CONUS. The embassy, mission, or other location must have adequate and proper INFOSEC storage and an established INFOSEC account. Classified items may also be shipped to freight forwarders who have been cleared to receive classified shipments. Delivery instructions will be coordinated with the purchaser and detailed in the LOA supplemental conditions.

4.6.8.6. Use of Air Post Office (APO) or Fleet Post Office (FPO) mail and State Department pouch services usually is not permitted and DSAA must approve them on a case-by-case basis. DCS services are only available to Status of Forces Agreement (SOFA) countries or international organizations.

4.6.8.7. When an article must be obtained from an agency outside the US Air Force, that agency should be requested to furnish the LOAD through appropriate agency channels (SA-ALC/LTRM) as a separate line item or subline item.

4.6.8.8. The LOAD must state whether or not each article or service has been released. Instructions must be included for submitting orders or requisitions for blanket order lines.

#### **4.7. Preparing Manpower Data.**

4.7.1. **General.** Security assistance manpower authorizations (including FMS) are part of the US Air Force statutory end strength ceilings (military only) set each year by the DoD appropriation and authorization acts. These requirements compete with other US Air Force and DoD programs during the budgeting and programming process, and are accommodated with the approved US Air Force budget. Manpower must be

programmed two years in advance to ensure it is included in the future years defense plan (FYDP). HQ US Air Force does not keep a pool of manpower authorizations available for new programs. The primary sources for manpower supporting security assistance programs are the reallocations of existing MAJCOM authorizations and contractual arrangements. The AECA, Section 42(f), requires the use of civilian contractor personnel to the maximum extent possible to perform defense services in foreign countries.

4.7.2. **SAF/IA Responsibilities.** SAF/IA will:

- Develop policy and guidance to ensure compliance with the DoD Manual 5105.38-M (SAMM) and other DoD directives.
- Coordinate with HQ USAF/PE and other staff functions to ensure manpower resources are programmed in the FYDP.
- Review and approve manpower requirements submitted in support of all US Air Force-written LOAs, including surcharge and case funded manpower.
- Validate manpower requirements submitted annually for the FMS administrative/Logistics Support Expense (LSE) budget.

4.7.3. **MAJCOM Responsibilities.** MAJCOMs will:

- Ensure security assistance manpower authorizations are properly identified, tracked, and reported in the quarterly reports to SAF/IA.
- Ensure security assistance manpower authorizations are deleted from declining or canceled programs.
- Ensure processes used to determine security assistance manpower requirements comply with US Air Force manpower policy and instructions on a documented, consistent basis.
- Ensure military essentiality criteria is applied when determining security assistance manpower requirements.
- Ensure requests for additional security assistance manpower authorizations comply with US Air Force manpower policy and instructions.

4.7.4. **Determining General Manpower Requirements and Funding Sources.**

4.7.4.1. The processes used to determine FMS manpower requirements will be the same as those for the US Air Force. Exceptions will be made only when the workload required for the FMS customer is not currently covered by a US Air Force manpower standard.

4.7.4.2. Manpower operating costs (including costs for items sold to FMS and other non-DoD customers) incurred at inventory control points (ICPs) and major supply depots will be included in stock fund budgets. These costs include those previously reimbursed from the FMS administrative account budget for both expense and investment items which are now managed under the Defense Business Operations Fund (DBOF).

4.7.4.3. Manpower operating costs for dedicated FMS activities not related to stock fund support or operations will be excluded from stock fund budgets and continue to be reimbursed from the FMS administrative account budget.

4.7.4.4. FMS manpower requirements will be reviewed and reconciled annually. Requirements in direct support of an LOA will be reviewed when changes to the scope of the LOA result in an increase or decrease of manpower authorizations. If a change in scope results in a surplus of manpower, these authorizations will be turned in to SAF/IAXM (not reallocated to other FMS programs). If a change in scope results in a shortfall of manpower, a Manpower Requirements Package (MRP) will be submitted to SAF/IAXM for approval (see paragraph 4.7.6.1. of this manual).

4.7.4.5. Travel requirements in support of an LOA are not part of the manpower package. Justification for travel will be submitted as part of the LOAD package according to paragraph 4.6.2. of this manual.

4.7.4.6. Final approval of manpower requirements does not include civilian grade approval. This approval is the responsibility of the appropriate servicing civilian personnel office. Civilian grades provided in LOAD are used as estimates only.

#### **4.7.5. Manpower Data for Technical Assistance Field Team (TAFT) and Extended Training Services Specialist (ETSS) Cases.**

4.7.5.1. TAFT and ETSS manpower performs technical services or specialized training either requested by the foreign customer or necessary to support a major system sale.

4.7.5.2. AFSAT will prepare a manpower justification summary as shown in Attachment 16. The summary will be provided to the SAPM and the Case Manager for inclusion in the LOA. After LOA acceptance, the Case Manager will send a letter to SAF/IAXM requesting allocation of the manpower approved for the case. A copy of the signed LOA and the manpower summary will be attached to the request. Changes to the original manpower summary will be noted. Manpower will be allocated for the length of the LOA only. SAF/IAXM will complete necessary programming action with HQ USAF/PE, 1070 Air Force Pentagon, Washington DC 20330-1070. Case Managers will ensure at least one year leadtime is provided for the resource allocation process.

#### **4.7.6. Manpower Data for All Other Cases.**

4.7.6.1. A manpower requirements package (MRP) as shown in Attachment 17 is required for each location. The MRP will be jointly developed by the functional OPR and the local manpower office. The MRP will be validated by the SAPM and forwarded to the MAJCOM manpower office for MAJCOM validation. The MAJCOM manpower office will send the validated MRP to the SAPM for inclusion of the approved manpower in the LOA. Detailed statistical documentation supporting

the MRP will be maintained by the MAJCOM and not forwarded with the MRP. The SAPM will notify MAJCOM manpower offices when the LOA is signed and accepted. The MAJCOM manpower office will then prepare a cover letter containing information as shown in Attachment 18. AFSAC and AFSAT will ensure manpower packages for cases they write are approved by SAF/IAXM prior to being presented for DSAA countersignature. **NOTE:** In exceptional circumstances, LOAs may be sent to DSAA and to country prior to SAF/IAXM approval. In these cases, obligation authority (OA) for the manpower will be withheld until the manpower package has been approved by SAF/IAXM.

4.7.6.2. FMS manpower requirements must be categorized based on the duties performed. The categories determine the funding source. Definitions of the categories are provided in Attachment 19.

4.7.6.3. Separate program management line items (MASL line: (R6B) 076200PR0GMGT) are used to cover the costs of system or program management efforts the US Air Force must undertake to successfully deliver the article purchased by the FMS customer. Program management lines may also cover costs for over-and-above routine administrative management services, as identified in Attachment 19, Category II. Older system sale cases included case management lines (MASL line: (L8A) 018100CASEMGT) for this purpose. Case management lines may not be used on new cases or lines but may remain on existing cases until those cases are closed.

4.7.6.4. Direct manpower costs are priced separately and included in the line item they support.

4.7.6.5. Manpower to support special services at the request of the purchaser should be included on a services or technical assistance line item as appropriate. MRPs are required for manpower to support these services.

#### **4.7.7. Manpower Data for Amendments, Modifications, and Terminations.**

4.7.7.1. When processing documents which decrease LOA lines that include manpower, a manpower impact statement must be included in the case file. If the amendment or modification is not a result of a change in workload, the supporting documentation will state there is no manpower impact. If workload is a factor, the supporting documentation will list which manpower positions are no longer required for this case. The Case Manager will notify SAF/IAXM when the amendment or modification is accepted and SAF/IAXM will direct the appropriate MAJCOM manpower office to recoup the manpower.

4.7.7.2. Amendments and modifications which increase manpower on LOA lines must be justified using the same procedures as the original LOA.

4.7.7.3. Upon case termination or cancellation, the Case Manager will send written notification to the MAJCOM manpower office that the manpower supporting the case is

no longer valid. A copy of this notification will be included in the case file. MAJCOM manpower offices will recoup the manpower.

#### **4.7.8. Manpower Reviews, Briefings and Workshops.**

4.7.8.1. SAF/IA will chair an annual security assistance manpower review. MAJCOMs will brief their validated requirements to appropriate SAF and Air Staff organizations. These briefings will be used to justify the annual FMS budget submissions. Briefings will identify additions and deletions by category.

4.7.8.2. SAF/IA will host an annual manpower workshop to review any issues or concerns. MAJCOMs may be required to provide specialized manpower briefings on an as needed basis.

#### **4.8. Reviewing LOAD.**

4.8.1. Each organization preparing P&A data, LOAD, or LOAs will set up a review procedure for these data. The organization must have full coordination on all P&A data and LOAD received before the data is sent to the Case Manager. The reviewer will make sure requests are complete and that backup data is available before coordinating.

4.8.2. LOAD for FMS system acquisition cases must be reviewed and approved within the normal acquisition lines of accountability (i.e., SAPM -- System Program Director -- PEO or DAC -- AF Acquisition Executive).

4.8.3. The SAPM should not change prices or schedules provided by a participating Line Manager without first checking with that Line Manager. If differences remain, the SAPM should send the disagreement to the Case Manager for resolution.

4.8.4. Before preparing the LOA, the Case Manager should discuss the accuracy and completeness of data with the activities that provided the LOAD. The Case Manager should not change prices or schedules provided by the SAPM without notifying the SAPM.

#### **4.9. Processing Letters of Intent (LOIs).**

4.9.1. An LOI may be used to finance procurement of long-lead articles and services prior to issuance or acceptance of an LOA. LOI formats and procedures provided in DoD Manual 5105.38-M (SAMM), Tables 700-3, 700-4, and 700-5 must be used.

4.9.2. The LOI will not contain all line items from the LOA. It will only include those lines which require action prior to LOA acceptance. Line numbers on the LOI will mirror those on the LOA. For example, if line 003 on the LOA requires advance procurement via an LOI, it should appear as line 003 on the LOI even if lines 001 and 002 are not included. Lines designated on the LOI will be superseded by the lines on the accepted LOA. While LOIs are not prepared using CMCS, line data must be entered in CMCS to ensure obligation authority is available.

4.9.3. LOIs and LOI amendments must receive the same review and coordination as the corresponding LOA. See Attachment 20 for minimum coordination requirements.

#### **4.10. Transferring Articles and Services in an Emergency.**

In emergencies, OSD will issue special instructions for transferring articles and services. Most emergencies will result in using the Contingency Support Staff and Logistics Readiness Center. If there is no document, such as an LOA, each action must be tracked in the same manner as if documentation had been prepared. Sample data required include case identifier, line items, descriptions, generic code, MASL, MDE code, quantity, offer release code, delivery term code, and estimated costs. Implementation will be as usual, except that IPDs and IPD amendments should be sent by message.

**4.11. Releasing Draft Documents.** Proposed draft formats, substitute documents, terms, conditions, and cost information must not be released to foreign representatives during the development of LOAD and documents. Information must not be given to foreign representatives until all required coordination and approval by SAF/IA have been received.

#### **4.12. Modifications to Systems, Sub-Systems, and Equipment.**

Modifications for US Air Force equipment may be approved for release to FMS purchasers. Purchasers should take part in the US Air Force modification program to keep their systems and equipment in safe condition and in a configuration similar to US Air Force systems and equipment. Country participation in the modification program results in economy to all participants; gives exchange of pertinent information; improves configuration control; and minimizes engineering, evaluation, and logistics support problems.

**4.12.1. US Air Force-Sponsored Modifications.** Permanent (P) modifications are installed on systems and equipment while they are being produced as engineering change proposals (ECP). There are two types of P modifications.

**4.12.1.1. Class P(S).** These modifications ensure the safety of people, systems, or equipment by ending operational, nuclear, or physical hazards. If uncorrected, the hazard would halt operations or be too dangerous for people. The ALC tells purchasers of safety of flight modifications by message. These notifications state the date by which the modification must be accepted. SAF/IA must get a copy of all such notifications. Purchasers must be requested to give negative replies.

**4.12.1.2. Class P.** These modifications are done to correct a problem that affects maintainability or reliability; electromagnetic compatibility; or communications security. If left unsolved, the problem could cause mission failure or impede the mission

accomplishment of the system or equipment. Class P modifications also include new or improved capabilities or removal of capabilities that are no longer needed. These modifications apply to aircraft; missiles; command, control, communications, computers, and intelligence (C<sup>4</sup>I) equipment; support equipment; trainers; engines; system components; or other items. AFMC advises all purchasers of US Air Force approved Class P modifications on systems and equipment common to US Air Force and purchasers. No articles or modification kits can be delivered or services performed without an accepted LOA. All requests for Class P modifications should be sent to SAF/IA.

**4.12.2. Indigenous Modifications.** These modifications include those designed, engineered, and developed under the sole auspices of a security assistance country without US Air Force engineering or technical approval. SAF/IA must give specific authority for intended indigenous permanent modifications to equipment purchased with foreign military financing (FMF). The US Air Force does not maintain drawings or engineering responsibility for indigenous modifications. The country bears responsibility for adapting any later modifications to the indigenous configured item. The country also has responsibility for engineering, prototyping, flight testing, peculiar technical data, and support requirements.

**4.12.3. Embedded Computer Software.** Embedded computer software changes generated from ECPs, deficiency corrections, enhancements, and developments are done according to AFR 800-14, *Lifecycle Management of Computer Resources in Systems*, September 1986, the applicable Communications-Computer Systems Requirements Document (CSRD), and Operational/Support Configuration Management Procedures (O/SCMP).

**4.12.4. Modifications for Suspended Customers.** All security assistance customers must be informed of safety-of-flight (Class P(S)) hazards that affect equipment of US Air Force origin. SAF/IA and DSAA must approve the release of time compliance technical orders (TCTO) and Class P modification kits to countries who are suspended from FMS.

**4.13. Processing Requests for Design and Construction Sales.** These services do not have to be put on separate FMS cases. The sales are made according to the requirements of each planned program. The Case Manager coordinates with the HQ US Air Force Office of the Civil Engineer (HQ USAF/CE) on issues which may involve facility support. This support may involve facility surveys, design, construction, and base activation services in support of FMS programs worldwide. AFMC maintains the capability to execute facility programs. All LOAs which include construction must include a statement identifying the organization responsible for the facility program execution and indicating the services are offered under the authority of the AECA, Section 29.

#### **4.14. Processing Requests for Excess Military Assistance Program (MAP) Property and Excess DoD Articles.**

4.14.1. MAP property no longer needed by the US Air Force may be bought through utilization, redistribution, and disposal procedures in DoD Manual 5105.38-M (SAMM), Chapter 11, Section 1101.

4.14.2. Sales of DoD excess articles are through the Defense Reutilization Marketing Service (DRMS). Purchasers can get detailed information on these sales from DRMS/UC Federal Center.

4.14.3. The President may authorize transfer of excess equipment from DoD stocks, at no cost, to:

- Those member nations of the North Atlantic Treaty Organizations' (NATO) Southern Flank, which are eligible for security assistance and are integrated into NATO's military structure, under FAA, Section 516.
  - Major non-NATO allies on the southern and southeastern flank of NATO which are eligible for security assistance under the provisions of the FAA, Section 516.
  - Major illicit drug producing countries in Latin America and the Caribbean, if equipment transferred is used only in support of anti-narcotic activities, under FAA, Section 517.
  - Friendly countries and international organizations and private and voluntary organizations for natural resources and wildlife management if equipment transferred is non lethal, under FAA, Section 518.
- NOTE:** Countries eligible for Section 517 transfers are not eligible under Section 518.
- Countries for whom an FMF program was justified for the fiscal year in which the transfer is authorized for military modernization purposes if equipment transferred is non lethal, under FAA, Section 519.
- NOTE:** Countries eligible for Section 517 transfers are not eligible under Section 519.

4.14.4. SAF/IA is the entry point for excess defense article (EDA) requests. After initial review, SAF/IA Country Directors will forward applicable requests to AFSAC, with information copies to HQ AFMC/IA and the Air Force Security Assistance Center, Process and Operations Systems Management Directorate, Process Management Division (AFSAC/XMX). The AFMC Command Country Manager (CCM) will screen the request to determine if the miscellaneous items are available as excess and report the following information to the SAF/IA Country Director:

- Quantity available as excess and date available.
- Quantity requested.
- Original acquisition value(s).
- Condition code(s).
- Current transfer value(s).
- Storage costs.
- Storage location.

- Other costs (i.e., preparation, transportation, etc.).
- Other impacts or limiting factors (i.e., deadline to move things off the ramp).
- Initial case designator.

4.14.5. The SAF/IA Country Director will prepare the data for congressional notification on all EDA cases and submit it to DSAA. When DSAA has completed the notification, the SAF/IA Country Director will inform the AFSAC CCM. Cases for miscellaneous EDA parts or equipment will be written by AFSAC. System cases for EDA ("D," "N," "S," and "Y" case designators) will be written by SAF/IA.

4.14.6. If the excess articles are being provided without cost through the FAA, the information cited in paragraph 4.14.4. must still be submitted to the SAF/IA Country Director for inclusion on the congressional notification.

4.14.6.1. EDA provided under the FAA will not be included on an LOA line item. However, LOAs may be written to provide any support necessary to provide the item (i.e., transportation, packing crating and handling, storage, repair, etc.). These support LOAs will include the following statement in block (2) either prior to or immediately following all line items: "This case is in support of the transfer of (brief description of articles being transferred under FAA) under Section \_\_\_\_\_, FAA."

4.14.6.2. These support LOAs will also include a supplemental condition which states: "Transfer of defense articles (brief description of articles being transferred under FAA) is made pursuant to Section \_\_\_\_\_, Foreign Assistance Act (FAA). These defense articles are transferred "As Is, Where Is" without charge to the Government of \_\_\_\_\_ for the value of such articles."

4.14.6.3. Although not included as an LOA line item, items transferred under FAA must still be tracked so that delivery information can be provided to DSAA.

4.14.7. If the excess articles are being sold, they will be included as an LOA line item using the source of supply code "E." The acquisition value of the item will be included under the item description on the LOA.

**4.15. Returning Repairable Articles Under the FMS Repair Program.** AFM 67-1, Volume IX, Chapter 14, contains procedures for FMS materiel returned for repair or replacement.

4.15.1. **Cooperative Logistics Supply Support Arrangement (CLSSA).** AFMC must negotiate and approve the repair of items under CLSSA, except for items under the program "Preauthorized Repair/Replace of CLSSA (Foreign Military Sales Order (FMSO) I Items)." After accepting a repairable item, AFMC must make a serviceable item available to the purchaser and bill at the estimated repair cost. Estimated cost must be replaced with a billing for actual repair cost as soon as possible. Condemned items and unauthorized returns

must be disposed of according to AFM 67-1, Volume IX, Chapter 14.

4.15.2. **Blanket or Defined Order Maintenance Case-Repair and Return.** This type of support is provided normally on an "M" case, except for repair and return maintenance of INFOSEC equipment, which is provided under an "O" case. AFMC must approve each return of a repairable item. AFMC processes the return, replaces accepted repairables, and disposes of condemned items and unauthorized returns. Repair is limited to items designated for US Air Force depot or contractor repair. The repair source is on an item-by-item basis. Organic repair is used only when the item or system is mission essential and when a maintenance capability is available. A separate line item on the system sale case will cover maintenance required during system activation.

### **Section B - General Preparation of FMS Cases.**

**4.16. Types of FMS Cases.** There are three basic types of FMS cases--system sales; follow-on support (also called sustainment) and training. Attachment 2 shows a complete listing of case designations and the organization responsible for preparing each type. These cases may include articles from production, US Air Force inventory, or excess stores of the US Air Force. Services may be from procured or organic resources.

4.16.1. **System Sale Cases.** System sale cases implement the total program concept and include end-items plus all the articles and services needed for delivery and initial support. System cases may provide aircraft, missiles, training, C<sup>4</sup>I equipment, complex services, or War Reserve Materiels (WRM), and include complex or multicommand cases. System case designators managed by SAF/IA are "D" for C<sup>4</sup>I systems or radars; "S" for aircraft systems; "Y" for missiles; and "N" for other systems and special cases (i.e., complex services, special area support, intelligence programs, etc.). The case designator "Q" is for logistics systems cases managed by AFSAC.

4.16.2. **Follow-on Support (Sustainment) Cases.** Sustainment cases provide articles and services necessary to support a system after completion of system activation. These cases may provide support equipment, spares, publications, technical services, maintenance, ammunition, etc. Sustainment cases may be defined order (identified quantities) or blanket order (dollar value without identified quantities).

4.16.3. **Training Cases.** Training cases cover all types of training, formal and informal courses, on-the-job training (OJT), familiarization or qualification training, aircrew training, professional training, mobile training teams, engineering technical services (ETS), Technical Assistance Field Teams (TAFTs), Extended Training Services Specialist (ETSS), and other technical or specialist training from both US Government and

contractor sources. These cases use a "T" case designation. Dedicated training programs will be written by SAF/IA as "N" cases.

**4.17. Scope of FMS Cases.** The US Air Force provides initial and sustainment support covering the full range of logistics (including support equipment, spares, repair parts, maintenance, engineering, technical assistance, acquisition data, and transportation) and training.

**4.17.1. System Sale Cases.**

4.17.1.1. The scope of a system may have different meanings to different purchasers and the needs of purchasers for items in a system may vary. Purchaser responsibilities and required actions in a system case must be specified in the LOA.

4.17.1.2. The scope of a system sales case is limited to articles and services required for initial activation. DSAA and Air Force limit the duration of FMS cases to facilitate final LOA costing, free-up excess LOA funds, and help ensure availability of all supporting documentation.

4.17.1.3. System sale initial support will include the articles and services necessary to ensure a fully activated system. The logistics and training support must be sufficient to operate the system until follow-on support begins. The definitization of initial support line items at a system case provisioning or training conference is limited to those articles and services required for the initial activation period. The initial activation period normally ends with the delivery of the last major end-item (e.g., aircraft, radar, missiles), but may not occur until all initial support is in place. If a full range of initial support is not provided, the LOA (or other transfer document) must so indicate and state a reason for the omission.

4.17.1.4. The supplemental conditions of a system case must state that follow-on support and follow-on training are not part of the LOA. The LOA must state that the purchaser agrees to negotiate for the follow-on spares support under a Cooperative Logistics Supply Support Arrangement (CLSSA), if the US Air Force is to furnish this support. For those purchasers new to FMS, the system LOA should include an estimate for sustainment (such as publications, technical services, cartridge actuated device, propellant actuated device (CAD/PAD), spare parts under CLSSA) and repair for the year after initial support has ended.

4.17.1.5. Requests for add-ons received after system delivery must be included in a sustainment LOA. If the system case has funds left over after activation of the system, the case value must be reduced accordingly and may not be used to provide sustainment support on that case. With purchaser request, concurrent modifications may be used to move these funds to other cases which do cover follow-on support.

4.17.1.6. The US Air Force can unilaterally move funds between undefinitized lines or major end-item lines, if this provision is in the LOA supplemental conditions. This

authority does not mean that funds can be moved unilaterally between two cases. Movement of funds between cases requires a request from a purchaser's representative who has LOA signature authority.

4.17.1.7. Program management line items are limited to a period not to exceed 3 months after system activation, unless SAF/IA approves an exception.

4.17.1.8. The scope of each line item should be explained in detail in the LOA so there is no misunderstanding by either the purchaser or by the US Air Force as to what the case covers. Lines for articles should contain complete item descriptions (such as nomenclature, model number, and stock number). This information may be placed in the supplemental conditions of LOA, with reference to the particular line item. Once described in the LOA, the scope of an item may not be changed without an amendment to the LOA. This means, for example, that spares may not be purchased on a support equipment line.

**4.17.2. Follow-on Support and Training Cases.**

4.17.2.1. There should be no logistics overlap in initial support provided in the system LOA and subsequent sustainment and training LOAs. Sustainment cases will be written in sufficient time to ensure there is not a gap in any required logistics support. The FMS Management Plan Milestone Chart should provide for sustainment.

4.17.2.2. DoD Manual 5105.38-M (SAMM), Chapters 7 and 8, explain defined order and blanket order cases. These definitions also apply to line items of an LOA. Blanket order cases for sustainment are preferred over defined order cases, except as limited by DoD Manual 5105.38-M (SAMM) (e.g., major end items and munitions) and should be used as much as possible to ensure maximum flexibility. Blanket order cases should not include an ordering period and may remain open until case funds have been used. Additional funding may only be added to blanket order cases within the first year after case acceptance. This addition is made using an amendment.

**4.18. Sources for Defense Articles.**

4.18.1. **New Production.** New production systems generally are available in two major categories: standard and nonstandard.

4.18.1.1. **Standard Systems.** These systems are manufactured for the US Air Force. If a purchaser buys systems made for the US Air Force, it has the advantage of standardization and system commonality, the economy that comes from combined buys, and an easier time in getting support and deploying the systems. A prorated share of nonrecurring costs is paid, usually based on the number of systems the purchaser buys relative to the total number of systems of the type being produced.

4.18.1.2. **Nonstandard Systems.** If approved by DSAA, nonstandard systems are developed and manufactured to meet purchaser's specific needs.

4.18.1.2.1. Purchaser peculiar (nonstandard) subsystems may become part of the system. The US Air Force discourages this in the interest of standardization, economy, and simplification of follow-on support. Nonstandard configurations asked for by a purchaser must have DSAA approval, after review by the SAF/IA Country Director, SAF/IAW and AFMC.

4.18.1.2.2. Systems not manufactured for the US Air Force may be available from other DoD components, or may be manufactured for commercial use. Systems manufactured for other DoD components must be bought from that DoD component. The purchaser should get commercial systems directly from the contractor. The purchaser should also arrange for the initial and follow-on support of these systems directly with the contractor.

4.18.2. **US Air Force Active Inventory (Aircraft, Missiles, and Component Engines).** Sales of systems from the active inventory must be approved by the Department of State, DoD, and the Air Force and may also need to be processed as a diversion of assets. (See DoD Manual 5105.38-M (SAMM).)

4.18.2.1. Systems sold from the US Air Force inventory are released for delivery only after the US Air Force has inspected the system and has determined that set standards have been met. If approved for sale, inventory aircraft, missiles, and helicopters may be reconditioned, made serviceable, or rehabilitated. This action must be shown as a separate line item in the LOA. If the purchaser wants to have aircraft maintenance performed in a Federal Aviation Administration (FAA) certified facility, FAA will inspect the system before it is turned over to the purchaser. The cost to the US Air Force for movement to the FAA facility must be a separate line item in the LOA.

4.18.2.2. Aircraft needing major maintenance but not restored by the US Air Force are sold with the understanding they are to be removed from the US Air Force facility by land. The purchaser arranges to move the aircraft. The cost for movement is at the Purchaser's expense.

4.18.2.3. Systems sold "As Is, Where Is" must be described and coded as such in the LOA.

4.18.3. **US Air Force Excess Systems and Property.**

4.18.3.1. Systems that are excess to the US Air Force requirements may be bought in an "As Is, Where Is" condition. The purchaser must pay the cost of maintenance and repair, removal from storage, preparation for flight, movement and delivery, and any other expenses. The LOA must state these actions in separate line items. Excess aircraft may be bought with a need for rework by the US Air Force.

4.18.3.2. There are two ways to sell US Air Force property at an air base or station occupied by the US Air Force, but scheduled to return to the control of the purchaser:

- DoD excess removable items can be transferred under normal excess property disposal procedures (AFM 67-1, Volume VI, and DoD Manual 4160.21-M, *Defense Reutilization and Marketing Manual*, March 1990).
- US Air Force-installed property, as well as removable articles, may be sold to the purchaser using FMS procedures. A single FMS case is preferred to cover all transfers. The US Air Force component that controls the facility will help implement the sale.

4.18.3.3. To get excess property, the purchaser sends a want list to the cognizant US Air Force command. The command screens the want list and determines the availability of items for sale to the purchaser. For installed but removable items, the US Air Force must consider the cost of removal and overhaul for reuse at another location before removing them from the want list. Selling the installed items and buying new ones to meet US Air Force requirements is often more economical (AFM 67-1, Volume VI, and DoD Manual 4160.21-M).

4.18.3.4. The General Services Administration sells items that are excess to the US Government under excess property procedures, not FMS.

**4.19. Sole Source Requests.** Purchasers may request a specific contractor source be designated to provide specific articles and services. This request must be made in writing with adequate justification, and must follow procedures in DoD Manual 5105.38-M (SAMM), Chapter 8. US Government personnel may not solicit sole source requests from potential customers. Once the purchaser decides to submit a sole source request, US Government representatives must remain objective in providing options to the purchaser and cannot recommend one contractor over another.

4.19.1. Upon receipt of a written sole source request from the purchaser, the Case Manager will:

- Review the request against the criteria established in DoD Manual 5105.38-M (SAMM). Specifically, the purchaser letter must include the contractor name, specific item/service, and acceptable justification.
- Prepare a letter (see Attachment 21) and send through appropriate channels for coordination, if the request meets criteria in DoD Manual 5105.38-M (SAMM), or
- Return the request to the purchaser if the request does not meet the criteria in DoD Manual 5105.38-M (SAMM). If the request is insufficient, the US Government representative (SAF/IA Country Director, Case Manager, or SAO) must help the country to better understand the DSAA procedures.

4.19.2. SAF/IA is the approval authority for sole source requests for all SAF/IA-written cases. For AFSAC-managed cases, AFSAC/CC has limited approval authority for sole source requests that:

- Request that a contract or subcontract be awarded to a business that is currently supplying similar defense articles to or performing similar defense services for the purchaser and meet the requirements of DoD Manual 5105.38-M (SAMM) paragraphs 80102.B.1.c. or 80102.B.1.e.;
- Do not exceed \$1,000,000 in estimated value of the sole sourced item over the projected life of the LOA; and
- Are not, in the opinion of AFSAC/CC, militarily or politically sensitive.

4.19.3. For SAF/IA cases and those AFSAC cases not eligible for AFSAC approval, SAF/IAXM will review the request; recommend approval, return, or disapproval; obtain SAF/GCI coordination; and forward the package to SAF/IA for endorsement.

4.19.4. SAF/IAXM will coordinate all formal sole source disapprovals with DSAA.

#### **4.20. Negotiation Guidelines for FMS Cases.**

4.20.1. US Air Force personnel negotiating with FMS purchasers must make sure that essential facts and limits of the sale are complete before making a commitment. The US Air Force must give purchasers full information about the planned scope of the sale and the nature of items to avoid misunderstanding. For example, if follow-on support is not available, the LOA should say so.

4.20.2. US Air Force policy is that articles and services sold through FMS will be of the same quality as items sold to the US Government. These items must be delivered on time. The assigned Force Activity Designator (FAD), Urgency of Need Designator (UND) and the LOA schedule set the priority for FMS support. Purchasers need to know how to use the DoD priority system and special problems involved in purchasing particular items. US Air Force negotiators must make sure purchasers understand the leadtimes in the availability column of the LOA.

4.20.3. The following list shows examples of items that could be covered during FMS negotiations for a system sales case. The purchaser and the US Air Force must fully understand each commitment or omission.

- Support equipment (SE) (common and peculiar).
- Initial spares (common and peculiar, including quick engine change kits), usually organizational and intermediate level only.
- Spare engines (to include modification kits).
- Site survey. (May be done on a separate LOA. Include transportation costs of all government-owned materiel and services to support any needed surveys.)
- Modifications and Engineering Change Proposals (ECPs)
- Construction.
- Test equipment and special tools.
- Initial technical data (country standard and US Air Force standard).

- Provisioning, documentation, and effort (to be included in the end-item cost).
- Maintenance of provisioning and technical data.
- Cataloging services.
- Weapon system drawings and updates.
- Simulators and simulator support.
- Training requirements (e.g., pilot, crew, and maintenance).
- Training equipment/devices (e.g., mobile training sets).
- Technical assistance during initial operations (e.g., weapon system logistics officer (WSLO) and contractor engineering and technical services (CETS)).
- Purchaser's logistics or training support capability, including logistics and maintenance management systems.
- Adequacy of purchaser maintenance and operational facilities.
- Transportation (e.g., shipping methods, delivery services, ferry services, and PC&H).
- Flight check services.
- Nonrecurring recoupment cost (NRC) for items which are major defense equipment (MDE), including engineering change proposals (ECPs).
- NRC for subsystems or government-furnished aeronautical equipment (GFAE) (engines, special support equipment, peculiar configurations, and so on), which are not MDE, including any ECPs.
- NRC for third parties.
- Contract Administrative Services and Contract Audit.
- Sales commissions and contingent fees.
- Sustaining Engineering Program (SEP).
- Aircraft Structural Integrity Program (ASIP).
- International Engine Management Program (IEMP).
- Technical Coordinating Program (TCP) membership.
- Software support for computer systems. (The US Air Force will decide on the use of US Government software support facilities on a case-by-case basis, but should not give support to direct sales or software changes by the purchaser. Software documentation is generally not released.)
- Embedded computer system integration support facilities.
- INFOSEC.
- System security requirements.
- Test, Measurement, Diagnostic Equipment (TMDE).
- Spectrographic Oil Analysis Program.
- War Reserve Materiel (WRM) Requirements.
- Class 1.1-1.6 explosives, other hazardous cargo, and classified items. These items move through the Defense Transportation System (DTS).

- Cartridge Actuated Devices and Propellant Actuated Devices (CAD/PAD), including special requirements, such as early change out, expired shelf or service life (coordinate aircraft system sales CAD/PAD LOAD with the Ogden Air Logistics Center Armament Division, International Programs Branch (OO-ALC/LIWF)).
- Follow-on support. (Provide estimates for planning only. Include a commitment to negotiate CLSSA. Follow-on support will not be included in the system sale LOA.)
- Overhaul, repair/return.
- Commercial availability of items or services in accordance with DSAA's listing of contractor's preferring direct commercial sales.
- Contractor Logistics Support (CLS).
- Personnel life support equipment.
- Safeguarding of personnel.
- US Air Force program management.
- Manpower justification and availability.
- Purchaser responsibilities.

4.21. **Preparation of FMS Cases.** DoD Manual 5105.38-M (SAMM), Chapter 7 gives general instructions for preparing LOAs. Chapter 4, Section C of this manual gives US Air Force procedures for specific case types. Each activity preparing documents must issue detailed preparation guidance ensuring maximum possible standardization (see paragraph 1.3. of this manual). A copy of AFSAC and AFSAT guidance should be furnished to SAF/IA. Any request for waiver to procedures in this manual or to those in DoD Manual 5105.38-M (SAMM) must be approved through the SAF/IA Country Director by SAF/IA prior to submittal to DSAA.

4.21.1. **Formats.** All US Air Force LOAs will be prepared on the DoD 5105.38-M (SAMM)-prescribed format using the Case Management Control System (CMCS). DSAA must approve the use of any substitute documents.

4.21.2. **Financial Requirements.**

4.21.2.1. Do not write FMS cases for amounts less than \$500, unless directed by DSAA. Small dollar articles and services may be obtained through amendments to other cases.

4.21.2.2. Costing must be in accordance with DoD Regulation 7000.14-R, Volume 15. Specific details of such costs are not given in the LOA unless approved or directed by DSAA (DoD Manual 5105.38-M (SAMM), Chapter 7

4.21.2.3. Requests for waivers to the administrative surcharge will be prepared and submitted as specified in DoD Regulation 7000.14-R, Volume 15. All waiver requests must be coordinated through the SAF/IA Country Director with SAF/IA, SAF/GCI, and SAF/FMBIS. Attach a copy of the waiver request (or approval) to the document to be countersigned if the waiver is new.

4.21.2.4. Sales commissions and contingent fees must be addressed according to DoD Manual 5105.38-M (SAMM) and will be identified in the LOA supplemental conditions.

4.21.3. **Line Information.**

4.21.3.1. Each line on a case must contain a Materiel Articles and Services List (MASL) line and description. MASL descriptions must be taken from the approved DSAA MASL and may not be modified. Additional descriptive information may be added for clarification.

4.21.3.2. The LOA must identify nonstandard articles and the extent to which they are supported. Nonstandard articles must be on a line separate from standard item support since the administrative surcharge is 3 percent for standard items and 5 percent for nonstandard items. Nonstandard line items will include a 3 percent administrative surcharge rather than 5 percent if there is a program management line on the case or if a contractor has been hired to provide management services for the line (e.g., NIPARS). Funding for cataloging services for nonstandard articles must be on a separate line of the LOA.

4.21.3.3. The LOA must show any line item that needs definitization, for example, configuration, support equipment, spares, and training.

4.21.3.4. The availability for blanket order cases and lines will be shown as a "-." Paragraph 70002.C.2 of DoD Manual 5105.38-M (SAMM) does not apply to temporarily undefined lines on system sale LOAs.

4.21.3.5. Except for Saudi Arabia and Taiwan, LOAs must not include lines for contingency funds, management reserve, program management contingency, or similar funding without a specific purchaser request, justification, and DSAA approval.

4.21.3.6. INFOSEC included in a system sale must be a separately identified line item or subline item and processed as if the line or subline were in an "O" case.

4.21.3.7. If a system case does not include necessary initial support, including training (or is for limited support), the LOA supplemental conditions must state this. If interim contractor support is needed, a separate line item in the LOA must identify this (see AFI 63-111, *Contractor Support for Systems and Equipment* (formerly AFR 800-21).

4.21.4. **Sale of Classified Items.**

4.21.4.1. LOAs for the sale of classified items must be prepared so there is a clear understanding between the US Government and purchasers where and how purchased articles will be shipped. Provisions for classified items, whether under blanket order or defined order lines, should be shown with two subline items, one for classified and one for unclassified.

4.21.4.2. The Case Manager must determine the delivery conditions for classified material from the purchaser's representative before preparing the LOA. Transportation

and storage must be as specified in DoD Manual 5105.38-M (SAMM), and DoD Regulation 7000.14-R, Volume 15.

#### 4.21.5. **Sale of Petroleum, Oil and Lubricants (POL).**

4.21.5.1. POL support for training, exercises, or aircraft ferry may be furnished to a foreign government or to an international organization under security assistance

4.21.5.2. POL for foreign governments or international organizations may be provided without an FMS case if provided under Chapter 138, Subchapter 10 of the U.S. Code or under a Reciprocal Fuels Agreement. SAF/GCI coordination is required.

4.21.5.3. If an FMS case specifically includes or excludes POL (such as Red Flag or aircraft ferry), the LOA must be coordinated with HQ USAF/LGSP and a copy of the accepted case must be furnished to San Antonio Air Logistics Center (DAO-DE (Kelly)/KLFF). If an FMS case includes POL, the Line Manager must make sure that all requests for POL include a full case identifier, a line item designator, and an operating agency code (OAC).

4.21.5.4. For security assistance furnished POL, the organization(s) providing the POL will ensure that all paper work reflects the FMS case being supported and reports are submitted to DAO-DE/KNFMF, Kelly AFB. DAO-DE/KNFMF will submit POL billings to the responsible Line Manager. For POL furnished under other international programs, the billing should be submitted according to AFM 67-1, Volume I, Part Three.

4.21.5.5. Technical details or problems should be sent to HQ USAF/LGSP. Policy and procedural problems should be sent through the SAF/IA Country Director to SAF/IA.

#### 4.21.6. **Attachments to FMS Cases.**

4.21.6.1. LOA Information and Standard Terms and Conditions are a part of every LOA. These must be attached to the customer and case file copies of the LOA and will not be numbered as part of the LOA. The OSD General Counsel, SAF/GCI, and SAF/IA must approve any changes to these conditions.

4.21.6.2. Supplemental conditions will be included in the LOA as appropriate. Any changes or additions to standard supplemental conditions (i.e., Defense Articles, US Government Furnished Transportation) must be approved by SAF/IA and SAF/GCI. Special or additional supplemental conditions may be included on a case-by-case basis and will be reviewed during the normal document review process.

4.21.6.3. Memoranda of Understanding (MOU), statements of work (SOW), and similar documents may be attached to the LOA and cross-referenced to line items in the LOA or incorporated by reference. A statement should be included in the LOA that the LOA controls if there is a conflict between the LOA and an attached or incorporated document. All attachments to the LOA must be listed on the last page of the LOA..

4.21.6.4. Notes on LOAs must be limited to administrative and informational remarks only. A remark

that affects the scope of the transaction, terms, or conditions must be attached or stated as a supplemental condition, rather than as a note. Supplemental conditions and notes in the same attachment should be captioned "Supplemental Conditions."

#### 4.22. **Coordination and Distribution of FMS Cases.**

4.22.1. Attachment 20 lists coordination requirements for LOA documents. All LOA documents, LOIs and leases must have legal review before they are issued. Documents which cannot get a legal review at the issuing activity must be sent to SAF/IA, with supporting data for coordination with SAF/GCI. The legal review determines the adequacy of the document under existing laws and regulations, including the AECA, DoD directives, the Standard Terms and Conditions and the Federal Acquisition Regulation (FAR).

4.22.2. All LOA documents, LOIs and leases must have a financial review before they are issued. The financial review will consider pricing, nonrecurring recoupment charges, etc., as well as possible impacts to administrative funding requirements due to increased workload.

4.22.3. Each issuing agency must develop a distribution list for LOAs. The list must show distribution by the type of case and the purchaser. Attachment 22 contains minimum distribution requirements for LOAs, LOIs, IPDs, and similar documents.

#### 4.23. **Changes to FMS Cases.**

4.23.1. **Pen and Ink Changes.** Once a case is written and coordinated by the US Air Force, and has been countersigned by DSAA, it is in "offered" status. Changes may be made to offered LOAs and Amendments by a pen and ink change in accordance with DoD Manual 5105.38-M (SAMM) requirements. Pen and ink changes are not permitted on Modifications to US Air Force-written cases. Pen and ink changes are minor in nature and must be completed on or before the offer expiration date. A copy of the pen and ink message or letter must be sent to anyone who may have received a copy of the original document. See Attachment 20 for pen and ink change coordination requirements. If the required changes are not minor in nature, the case should be canceled and a new designator issued. **NOTE:** On an exceptional basis, cases may be "restated" using the same designator to incorporate changes. These cases must state that the document is a restated version which supersedes the previous version.

4.23.2. **Reinstatements of Offer.** Extensions to expiration dates must be requested and granted before the offer expiration date (OED) or the offer will terminate. Normally, a new LOA must be issued and a new case identifier used. If the OED has passed, but the purchaser still wants the articles or services in the terminated LOA, the case may be reinstated if:

- There is not time to prepare a new LOA.

- The pricing data are still valid.

4.23.2.1. The extension granted on a reinstatement is for immediate signature, but may be for as long as the pricing data will be valid. The reinstatement can only change the OED, ordering/performance period, and the payment schedule. Other changes, if minor in nature, may be accomplished with a pen and ink change after the reinstatement is processed.

4.23.2.2. Copies of the reinstatement letter or message must be sent to anyone who may have received a copy of the original document. See Attachment 20 for reinstatements of offer coordination requirements.

4.23.3. **Amendments and Modifications.** Once a case has been signed by the purchaser, it is in "accepted" status. After the purchaser has made any initial deposit required, the case will be in "implemented" status. Pen and ink changes are not authorized for accepted or implemented documents. After the document has been accepted and implemented, changes can only be made by preparing an Amendment or Modification. Chapter 5 of this manual contains information needed to prepare these documents. Modifications or Amendments to an LOA can only be made by the case management organization responsible for the case. This applies to the document and all of its conditions and attachments.

#### 4.24. FMS Management Plan (FMSMP).

4.24.1. Implementing agencies may use an FMSMP, issued by the SAPM in coordination with the Case Manager, as a guide for system sales cases (Attachment 23). A copy of the FMSMP should also be sent to the purchaser and the SAPM must review the milestone chart with the purchaser.

4.24.2. The framework of the FMSMP should be discussed at LOA preparation meetings. After acceptance of the LOA, the SAPM (tasked by the IPD) prepares the detailed FMSMP, using the program management plan, the integrated logistics support plan (ILSP), and the training plan. The FMSMP serves as the primary FMS program management document in meeting milestones, assigning channels of communications and points of contact.

4.24.4. The FMSMP will require as a minimum the following to determine follow-on support:

- Feedback from Weapons System Logistics Officers (WSLO) and in-country teams.
- Review of actual spare consumption data from initial support period with country representatives to quantify follow-on spare support in the CLSSA.
- Tracking of actual consumption data from year-to-year so that annual adjustments to the CLSSA regarding spare requirements will accurately meet the country's needs. This consumption analysis is required prior to all CLSSAs.

4.25. **Standard Security Assistance Files.** SAF/IA Country Directors, Case and Line Managers must

maintain standard files within their areas of responsibility in accordance with DoD Regulation 7000.14-R, Volume 15.

4.25.1. **Case Files.** These files include all information on a specific FMS case, lease, or other security assistance program. The Case or Line Manager, as appropriate, will maintain this file. If the Case and Line Manager are in separate organizations, each will maintain a separate file. When a case is transferred from one case management organization to another (i.e., from SAF/IA to AFSAC for closure), the official case file is also transferred and will be maintained by the new Case Manager.

4.25.2. **Special Project Files.** These files include special security assistance projects that will not result in an FMS case or lease. Military Assistance Program (MAP) loans, third party transfers, Section 506 drawdowns, and Pricing and Availability (P&A) data are examples of special projects. The Case or Line Manager, as appropriate, will maintain this file.

4.25.3. **Country, International Organization, and Area Files.** These files will include all general information on a country, international organization, or area not specifically related to an individual case or special project. The SAF/IA Country Director will maintain this file.

4.25.4. **Case Registers.** This is a log of all case designators used for each country or international organization. This register is maintained by the Case Manager.

#### *Section C -- Preparation and Processing of Specific FMS Cases.*

4.26. **"A" Cases.** "A" cases are defined order cases for munitions and include ammunition, bombs, and rockets. These cases are written and managed by AFSAC.

4.26.1. **LORs for "A" Cases.** Requests for "A" cases must include full descriptions, National Stock Numbers (NSNs), and quantities. If the purchaser requests other than US Government-furnished transportation to a CONUS port of exit, the LOR must give the purchaser's justification. If the materiel is for other than stock replenishment, the purchaser must show the required delivery date below the item description. Explosive ordnance disposal (EOD) technical orders (TO) and EOD storage TOs needed must be on the LOR. (EOD TOs must be referred to United States Navy, International Programs Office (IPO), Washington DC 20350-5000, for release authority.)

4.26.2. **Single Manager for Conventional Ammunition (SMCA).** Items procured by the SMCA require coordination between AFSAC, Ogden Air Logistics Center (OO-ALC), and the SMCA.

4.27. **"B" Cases.** "B" cases were formerly used for defined order cases for spare parts. These cases may no longer be written and the "B" designation is reserved.

**4.28. "C" Cases.** "C" cases are defined order cases for Cartridge Actuated Devices and Propellant Actuated Devices (CAD/PAD). Items covered include seat and canopy ejection devices, engine starter cartridges, catapults, etc. These cases are written and managed by AFSAC.

**4.28.1. Annual Buy Program.** CAD/PAD items have specific shelf or installed life standards. To purchase these items except on a phased acquisition basis is not economical, so the US Air Force usually purchases CAD/PAD items once each year, based on annual requirements computations. Purchasers can share the benefits of timely support and favorable prices by taking part in the 5-year LOA program. Purchaser requirements outside the annual acquisition program are subject to increased prices and extended delivery lead-times.

**4.28.2. LORs for "C" Cases.** AFSAC issues call letters to each purchaser every year about 10 months before the annual US Air Force CAD/PAD buy. These letters give the date by which the purchaser must tell AFSAC of CAD/PAD requirements. The purchaser must furnish a complete description, NSN, and quantity for each item required over the next 5 years, including any changes to previous 5-year forecasts. If the purchaser requests other than US Government-furnished transportation to a CONUS port of exit, the request must give the purchaser's special instructions for delivery.

**4.28.3. LOAs for "C" Cases.**

**4.28.3.1.** In addition to the purchaser specified items, an undefinitized line should be included on the LOA to cover emergency requirements. This allows the US Air Force to provide emergency requirements as they are requested by the purchaser. This line should be 15 to 25 percent of the estimated cost of the defined articles.

**4.28.3.2.** A Customer Requirements Support Team (CRST) is available to provide technical assistance in developing an accurate 5-year forecast. If a CRST is requested, it must be shown as a separate line on the LOA.

**4.28.3.3.** The LOA must identify the class of explosives and must include transportation charges. AFM 67-1, Volume IX, Chapter 7, contains additional instructions for processing LORs and LOAs for "C" cases.

**4.28.4. Urgent CAD/PAD Requirements.** A purchaser may order urgently needed CAD/PAD items by sending a message to AFSAC stating the exact quantity needed to meet a Not Mission Capable Supply (NMCS) condition. The message must also include the item description, the aircraft serial numbers, and the accepted "C" case to which the item will be charged. Up to 25 percent of the NMCS line value may be collected as an initial deposit.

**4.29. "D" Cases.** "D" cases are for the sale of communications (i.e., C<sup>4</sup>I) and radar systems. See Attachment 5 for a communications system request

checklist. Communications system cases are written and managed by SAF/IA and include two general types:

- The sale of multiple or single units of stand alone communications equipment (for example, a quantity of radios) or facilities that do not need extraordinary system engineering or installation, integration, or interfacing with other communications equipment.
- Complex communications systems and facilities, such as a C<sup>4</sup>I system or an air defense system of multiple and diverse communications equipment, which need additional planning for the exact structure, and additional engineering peculiar to the interoperability, installation, and integration of diverse elements. This type of case includes all logistics and training for initial activation. A system planning team (SPT) or site survey team (SST) should determine the exact scope of the system and LOA.

**4.30. "E" Cases.** "E" cases are blanket order cases for ordering frequently used support equipment and supply items through military standard requisitioning and issue procedures (MILSTRIP). These cases are written and managed by AFSAC.

**4.30.1. LORs for "E" Cases.** Because formal LOAD studies are not done for "E" cases, AFSAC uses dollar figures provided in the purchaser's request. AFM 67-1, Volume IX, Chapter 7, contains additional instructions on processing LORs for "E" cases.

**4.30.2. LOAs for "E" Cases.** "E" cases must have a minimum dollar value of \$25,000. Since the case is blanket order, requisitions may be submitted until the dollar value on the case has been used.

**4.31. "F" Cases.** "F" Cases are for training films, film strips, and other audio visual media. These cases may be either defined order for stated quantities of special items or blanket order for estimated amounts. Blanket order cases are preferred because they take less time to process and offer maximum flexibility. "F" cases are written by AFSAC.

**4.31.1. LORs for "F" Cases.** LORs for "F" cases must be sent to AFSAC. Each LOR should state whether a defined order or blanket order case is desired. LORs for defined order cases must contain quantities and descriptions of films ordered, including film number, title, date, classification, desired delivery date, and the shipping address. LORs for blanket order cases should specify only a dollar amount. A catalog of audiovisual materiel is updated and published every 6 months. The purchaser can obtain this catalog through their publications "P" case for use in preparing LORs.

**4.31.2. Processing LOAD and LOAs for "F" Cases.** AFSAC requests LOAD from HQ US Army Visual Information Center, Joint Visual Information Activity (ASQV-JVIA-T-AS), Building 3, Bay 3, 11 Hap Arnold

Boulevard, Tobyhanna, Pennsylvania 18466-5102. ASQV-JVIA-T-AS will provide LOAD for inclusion in defined order cases and will determine releasability from SAF/IAD for items requisitioned on blanket order cases.

#### 4.31.3. **Managing "F" Cases.**

4.31.3.1. ASQV-JVIA-T-AS will perform line management responsibilities using the SAMIS custom commitment procedures and will provide support as specified in the implementing directive.

4.31.3.2. AFSAC will perform overall case management responsibilities, manage the case using SAMIS custom commitment procedures, and prepare the statement of certificate of case closure.

4.31.3.3. The DAO-DE(WP)/FF will request and maintain Obligation Authority (OA), process vouchers, and reimburse ASQV-JVIA-T-AS for FMS support provided.

**4.32. "G" Cases.** "G" cases are for US Air Force or contractor technical services under AFSAC cognizance. "G" cases are written and managed by AFSAC and include the following types of services.

4.32.1. **US Air Force Technical Assistance.** The purchaser's request must describe the services and scope of assistance needed, the time frame for desired assistance, and the type of case requested (either defined order or blanket order). If the purchaser asks for a blanket order case, the request should show the dollar value desired. Separate requests should be made for each type or category of technical assistance. Technical assistance services include:

- AFSAC logistical survey teams.
- Installation and check out of major items of equipment.
- Aerodynamics evaluation assistance.
- Study groups and services needed for development of C<sup>4</sup>I system test plans, and to assist program activation task force (PATF).
- Engineering technical services (ETS).

4.32.2. **Contractor Engineering Technical Services (CETS).** CETS are available, through FMS under AFI 21-110, *Engineering and Technical Services Management and Control* (formerly AFR 66-18), to install, operate, and maintain specific US Air Force weapons, equipment, and systems until the purchaser becomes self-sustaining. CETS personnel can perform over-the-shoulder training as part of their duties. See Chapter 8, Section B of this manual for more information on CETS.

4.32.3. **Weapon System Logistics Officer (WSLO).** Before processing an LOA for a WSLO, the US Air Force must determine the conditions under which a WSLO works, for example, SOFA (if one exists), import duties, education for dependents, transportation, work facility, message and mail service, etc. The WSLO is a direct representative of the respective AFMC Air Logistics Center (ALC) System Program Manager (SPM). The

SPM serves as a direct link with AFMC activities in resolving logistics support problems and in providing on-the-job training to purchaser logistics people.

4.32.3.1. The WSLO acts as the point of contact for AFMC logistics support to the purchaser and helps the purchaser with:

- Supply management.
- US Air Force standards for logistic support concepts and operations.
- Developing and implementing procedures for management control and identifying and solving problems.
- Setting up support equipment (SE) requirements, adjusting tables of allowance (TA) to meet local needs, and ensuring timely delivery of SE.
- Preparing crash damage condition reports.
- Identifying needed TOs and other publications. Helps in submitting requirements for TOs, TO kits, CAD/PAD, and time-change items.

4.32.3.2. The WSLO coordinates with the purchaser in helping ALC logistics teams and is responsible for reviewing:

- Purchaser reports on configuration management for the status of time compliance technical orders (TCTO).
- Supply catalog changes to make sure proper information is available for requisitioning.
- NMCS procedures with the purchaser to make sure they submit priority requisitions on time, and helping to speed up processing, receipting for, and handling of priority materiel.

4.32.3.3. The purchaser usually provides services to the WSLO. This support must be stated in the LOA and may include:

- Administrative support (e.g., office space, furniture, typewriter, stationery, office supplies, clerical help, interpreter, typing help, message service, personnel records, and customs clearance).
- Logistics support (e.g., motor vehicle transportation for official use only on local and TDY travel, communications (overseas and local telephone, and teletype services), message center and mail distribution service, and an official mail and message address).

4.32.4. **System Acquisition Officer.** The system acquisition officer gives on-the-job training to purchasers on US Air Force procedures for systems acquisition. The system acquisition officer:

- Resolves acquisition problems and is the direct representative of the command for the system being bought. The system acquisition officer communicates directly with SPOs and ALCs.
- Tells the purchaser of all significant technical and administrative matters and the type of case (either defined order or blanket order) which the US Air Force desires.

**4.32.5. Office Support to Foreign Liaison Officers (FLOs).** All administrative support to FLO offices assigned to AFMC must be charged to an FMS "G" case. Such support for other commands is an "N" case. Office space, utilities, office furniture, and office supplies are some of the items chargeable to a FLO case. Administrative personnel support and off-base facilities for a FLO must be obtained on a purchaser's contract. US Government employees cannot be used by a FLO for administrative support. The FLO's sponsor must approve requests for FLO administrative support. The request must include a statement that the services cannot be obtained by the purchaser.

**4.32.6. Contractor Logistics Support for Aircrew and Missile Training Devices.** The US Air Force uses contractors to provide maintenance support for aircrew and missile training devices. Contractors must provide a guaranteed system availability rate of 95 percent. Four support options are available:

**4.32.6.1. Option 1: Contractor Logistics Support (CLS).** Contracts will be negotiated for the FMS customer paralleling the contracting strategy being used for US Air Force contracts. As with the US Air Force CLS plan, the FMS user will receive total support under this option. SOWs will be prepared to address the customer peculiar requirements, including simulator availability rates (performance guarantees). Elements to be contracted include:

- Operation of simulator.
- Maintenance of hardware, software, and firmware.
- Availability of simulator.
- Spares.
- Support Equipment.
- Technical data, engineering data, TCTOs, and country standard technical orders.
- Configuration management.
- Contractor reporting.
- Maintenance of recompetitive support package.
- Modification Installation.

**4.32.6.2. Option 2: Contractor Support (CS).** Some FMS users have either reached a level (organizational and intermediate level) of self-sufficiency on systems in their inventory or will opt to receive maintenance and operational training to obtain self-sufficiency for newly purchased systems. Contracting flexibility is required to support only the user's required logistics support. Where possible, the contracting strategy used by the US Air Force for CS will be used for FMS contracts.

**4.32.6.3. Option 3: Nonstandard Support.** FMS users who are capable of supporting their system organically with the exception of peculiar spares and technical data may opt to implement FMS cases using US Air Force nonstandard support procedures. Nonstandard support will be required since these items will no longer be identified by standard NSNs, and standard TOs will then be converted to commercial manuals or country standard

technical orders (CSTOs) and dropped from the applicable DoD system.

**4.32.6.4. Option 4: Direct Commercial Support.** FMS customers may opt to negotiate their own support on a direct commercial contract. In this event, no US Air Force FMS support is required.

**4.33. "H" Cases.** "H" cases are for transportation services (except aircraft ferry services) which move articles through the Defense Transportation System (DTS) from the point of origin or entry into US or DoD custody to a designated place. "H" cases are also used for PC&H of Military Assistance Program (MAP) and leased articles. "H" cases are written and managed by AFSAC.

**4.33.1. LORs for "H" Cases.** Each purchaser request must include a detailed description of the services needed, articles to be moved, and detailed justification for shipping the materiel through the DTS.

**4.33.2. Processing "H" Cases.** DSAA (with Office of the Under Secretary for Defense, Acquisition and Technology (OUSD (A&T)) concurrence) approves "H" cases. AFM 67-1, Volume IX, Chapter 7, contains additional instructions for processing LORs and LOAs for "H" cases. Ocean terminal activities are available to assist and advise in resolving surface transportation problems.

**4.34. "J" Cases.** "J" Cases were formerly used for aircraft ferrying services. Aircraft ferrying services are now provided on "N" cases or as part of an "S" case system sale. For US Air Force, the "J" case designation is reserved for use on Special Defense Acquisition Fund (SDAF) cases. These cases are written by SAF/IA or AFSAC, but contain a "Q" code in the case identifier to specify DSAA as the implementing agency. See Chapter 7 of this manual for more information on SDAF cases.

**4.35. "K" Cases.** "K" cases are for Cooperative Logistics Supply Support Arrangement (CLSSA) support. CLSSA is an agreement between the US Air Force and a foreign military service or organization for providing more timely follow-on spares support. Under CLSSA, a customer becomes a partner in the US Air Force and DLA supply systems. As a partner, the CLSSA participant's requisitions for forecasted requirements are eligible for support from US depot stocks based on the priority (using the Uniform Materiel Movement and Issue Priority System (UMMIPS)) of the requisition. CLSSA does not guarantee that all eligible requisitions will be filled immediately from depot stocks. It only provides equal support based on priority. "K" cases are written and managed by AFSAC. **NOTE:** A CLSSA Country Brochure is available from AFSAC. This brochure is an unofficial customer-oriented description of CLSSA.

**4.35.1. CLSSA Structure.** The CLSSA program is supported by two FMS cases: the stock case or Foreign

Military Sales Order I (FMSO I), and the requisition case or FMSO II.

4.35.1.1. **The Stock Level Case (FMSO I).** A country's spares requirements, financial liability, and financial investment in the US Air Force and DLA supply systems are defined on the FMSO I. The country is financially liable for all of its FMSO requirements. Its financial investment, however, is 29.42 percent (5/17th) of the FMSO I case value. It is the country's financial liability and investment that gives the US Air Force and DLA the authority to buy and store assets in anticipation of the country's requisitions. FMSO I cases must be renegotiated periodically and customers must draw down their pro rata shares of excess stock. Renegotiation guidelines and time frames for draw downs are in AFM 67-1, Volume IX.

4.35.1.2. **The Requisition Case (FMSO II).** A country submits requisitions on the FMSO II case. The country's requisitions for eligible FMSO I items will receive support equal to US Air Force requisitions within priority. Requisitions for non-FMSO I and nonstandard items may process on the FMSO II, but they are not eligible for support using depot stocks. They will most often be placed on contract for delivery lead time away.

4.35.2. **CLSSA Costs.** There are costs associated with both the FMSO I and the FMSO II.

4.35.2.1. **FMSO I Costs.**

- A case deposit equal to 29.42 percent (5/17th) of the FMSO I case value. As the case value increases, the deposit increases. The deposit is refundable.
- A non refundable 5 percent administrative surcharge based on the 29.42 percent deposit. This charge is also applicable to any increase in the deposit value of the case.

4.35.2.2. **FMSO II Costs.** The costs associated with the FMSO II are the costs of the materiel shipped plus any applicable FMS surcharges.

4.35.3. **Repair and Replace Support.** A country may obtain repair and replace support using the FMSO II case. Using the FMSO II case rather than an "M" case is more efficient and support is more timely.

4.35.4. **CLSSA Participation.** DSAA must approve initial requests to be part of CLSSA. After approval, AFSAC handles all further transactions in accordance with AFM 67-1, Volume IX.

4.36. **"L" Cases.** "L" Cases are defined order and are used to purchase equipment. This includes support equipment, vehicles, tools, shop equipment, test equipment, aircraft engines, etc. "L" cases are written and managed by AFSAC.

4.36.1. **LORs for "L" Cases.** Purchaser requests must give full descriptions, NSNs, quantities and the desired delivery date. A request for sale of aircraft engines must include:

- Shipping designation.

- Raw (basic) or built-up specifications.
- Quick engine change kit requirements.
- Afterburner requirements.
- Commitment to International Engine Management Program (IEMP).
- Engine stand requirement.

4.36.2. **LOAs for "L" Cases.** If items are being sold "as is, where-is," this must be stated in the LOA. If support is not to be provided, indicate this on the LOA. The LOA must also state the US Air Force (not the purchaser) prepares the requisitions.

4.37. **"M" Cases.** "M" Cases are for repair and return of major items, including aircraft, engines, armament, C<sup>4</sup>I equipment, vehicles, and support equipment (AFM 67-1, Volume IX, Chapter 8). Depot repair and overhaul of recoverable spare parts and nonstandard repair may be part of an "M" case. When modifications to major items are part of a repair or overhaul package, installation of the modifications must also be part of the "M" case. Calibration and certification of precision measurement equipment, including attendant repair, should be covered by an "M" case. "M" cases are written and managed by AFSAC.

4.37.1. **Maintenance Programs.** Various levels and types of maintenance services are available through FMS from either the US Air Force or contractors based on the requirement, skills, availability, and US Air Force priorities.

4.37.1.1. Purchasers should plan FMS maintenance requirements (depot-level overhaul, component repair, on-site maintenance, etc.) to allow for orderly integration of their requirements with US Air Force maintenance programs. This integration often requires the purchase of other articles. US Air Force must consider procurement lead-time for supporting articles (usually 9 to 12 months) in determining when the purchaser's requirements can be put into the US Air Force maintenance program.

4.37.1.2. Although it is preferred that purchasers have programmed depot maintenance (PDM) capability, they may ask US Air Force for PDM services through FMS. The schedule, cost, and feasibility of the requirement must be determined for each request.

4.37.1.3. AFMC provides depot-level maintenance through Depot Maintenance Service, Air Force Industrial Fund. The types of depot-level maintenance are:

- Overhaul, repair, and modification of complete aircraft, engines, electronics, armament equipment, and special purpose vehicles.
- Ground CE equipment maintenance.
- Area support maintenance assistance (TO 00-25-107, *Maintenance Assistance*, December 15, 1990). This assistance is provided in-country and can be obtained by either a defined order or blanket order case.

- Flight simulators and selected training devices repair.

- Maintenance of recoverable spare parts and other articles authorized for US Air Force depot maintenance.

4.37.2. **Item Eligibility Requirements.** Only articles under US Air Force cognizance are accepted for overhaul and repair. AFMC may not have the capability to overhaul articles that have modifications unique to the purchaser. The US Air Force negotiates with the purchaser on a case-by-case basis for the repair of such articles. Overhaul of aircraft engines by the US Air Force must be completed as required by TO 2J-1-24, *Equipment Comprising a Complete Basic Gas Turbo Engine*, April 30, 1993, for jet engines, or TO 2R-1-16, *Equipment Comprising Complete Reciprocating Type Aircraft Engine*, December 15, 1972, for reciprocating engines, unless specific variances have been agreed on between the US Air Force and the purchaser, and are shown in the LOA.

4.37.3. **Purchaser Responsibilities.**

4.37.3.1. The purchaser must ship articles to and from the repair facility. If authorization is given for moving articles through the DTS, funds for reimbursement and conditions of delivery must be part of the case. Equipment articles are on a repair and return basis. Spare parts repair and replacement procedures are in AFM 67-1, Volume IX, Chapter 8.

4.37.3.2. If the US Air Force gets a reparable item (through the materiel repair requirements list (MRRL), preauthorized repair, or "M" case procedures) and there is not a repair source and not a serviceable asset available for shipment, the US Air Force cancels the requisition. The US Air Force asks the purchaser to:

- Authorize the US Air Force to dispose of the item and credit the purchaser's account with disposal value.
- Ask for return of the item through the freight forwarder at the purchaser's expense.

4.37.3.3. In addition to actual maintenance costs, including government-furnished materiel (GFM), the purchaser must pay for storage costs, the cost of preparing items for shipment, transportation, and any testing (including flight testing) that may be needed.

4.37.4. **LORs for "M" Cases.** Purchaser requests for defined order "M" cases must include:

- The nomenclature, type, model, and service for aircraft; stock number and type of model for equipment; and the quantity of the articles that need maintenance.
- The type of maintenance needed (for example, rebuild, inspect, and repair or overhaul).
- The desired input date or completion date.
- Any modifications or changes in configuration desired.

- The type of transportation or method of delivery desired.

4.37.5. **LOAs for "M" Cases.** The place of performance, detailed shipping instructions, and input-output or delivery schedules must be included in the LOA.

4.38. **"N" Cases.** "N" cases are for multicommand and/or special services. These cases include complex technical assistance, complex training, intelligence programs, specific overseas area coverage (e.g., special support for Latin American facilities in Panama), exercises, aircraft ferry, etc. Multicommand "N" cases will be processed as system cases and will be written and managed by SAF/IA. Special services cases involving only AFMC will be written and managed by AFSAC as "G" cases.

4.38.1. **Complex or Dedicated Training.** Complex training cases include the following categories:

- Large, multi-faceted training where resources are committed in support of a single country program. Example: Flight operations to conduct pilot training for an individual country. Also known as dedicated training.
- Training conducted to meet requirements of a Memorandum of Agreement (MOA).
- Programs which are politically sensitive in nature and require high-level visibility.

4.38.1.1. **Case Writing Requirements.** Any training program which meets one (or more) of the categories above will be written by SAF/IA. This may be done as part of a system sale ("S" case) or as a stand-alone "N" case. The case will be written so that each command involved in the training is the Line Manager for its own line on the case. For example, ACC might have a line (for dedicated training), AFMC might have a line (for logistics support), and AFSAT might have a line (for the Information Program or standard training). The SAPM will be in the command providing the dedicated training and will recommend the line breakouts. The Case Manager will be in SAF/IA.

4.38.1.2. **Financial Management Requirements.** Each command assigned a line of the case will be responsible for the financial support and execution of the obligation/reimbursable authority associated with that line. These commands shall be responsive to SAPM inquiries and provide the SAPM with the financial status of the line as required. Each command will support the SAPM at program reviews and be able to respond to any funding issue regarding their line on the case.

4.38.1.3. **Reporting Requirements.** AFSAT must receive financial information on all dedicated training programs, including those assigned to another command for line management. This oversight enables AFSAT to fulfill its role as Air Force executive agent for training. Attachments 24 and 25 contain formats for information that must be provided to AFSAT on a quarterly basis.

**4.38.2. Aircraft Ferry Services.** Aircraft ferry services are under the operational control of ACC AOS/AOD except in-theater ferry services which are under the control of the theater. Tanker support for aircraft ferry services is under the operational control of HQ AMC. Ferry services are provided under "S" cases when the ferry is part of a system sale. See "H" cases for aircraft delivery other than by ferry.

**4.38.2.1. LORs for Aircraft Ferry Cases.** The purchaser usually obtains ferry services from commercial services. Purchasers who request US Air Force aircraft ferry services must send a request, with justification, to SAF/IA. If the purchaser wants the US Government to contract for ferry services, the LOR must so state.

**4.38.2.2. LOAD for Aircraft Ferry Cases.** When a request for an "N" case for aircraft ferry is received, LOAD is requested from Air Combat Command, Air Operations Squadron, Aircraft Delivery Flight Support (ACC AOS/AODS), Air Mobility Command, Tanker Airlift Control Center (HQ AMC/TACC), and/or AFSAC. Informational copies of all correspondence should be provided to AFSAC, ACC AOS/AOD, and HQ AMC/TACC. See paragraph 4.6.5 of this manual for aircraft ferry LOAD requirements.

**4.38.2.3. LOAs for Aircraft Ferry.** Aircraft ferry cases must contain details of the ferry mission, such as place, preparations, type and quantity of aircraft, and the desired aircraft delivery date. Emergency or unscheduled en route depot maintenance services or articles to be provided by AFMC should be included in the case as a separate line item when a large number of aircraft will be delivered. Minor en route maintenance support from non-AFMC personnel will be included in the line assigned to ACC AOS/AOD. Separate cases should be negotiated when both services and supporting articles are involved. If more than one mission is required or separate services are performed at different times, establish separate lines. In contracting with the US Air Force for ferrying aircraft, the purchaser must agree to the following:

- United States-purchaser aircrews usually are not mixed. If mixed crews are needed, the LOA must have specific details on the desired crew composition and the purchaser's aircrew qualifications. The aircraft commander must always be a US Air Force pilot and must have full command and control of the crew.
- When US Air Force pilots ferry aircraft from US Air Force inventory or from new production, the US Government keeps title until delivery (ferry mission).
- When US Air Force pilots ferry purchaser-owned aircraft, such as direct commercial sale, the US Air Force must have full possession and control of the aircraft. The purchaser is responsible for loss or damage to the aircraft, third party liability, and the cost of applying and removing US Air Force markings.

- Any aircraft ferried by US Air Force pilots must have US Air Force minimum required markings (internally and externally), and must be cleared for flight as US Air Force military aircraft.

**4.38.3. Exercise Participation.** Countries wishing to participate in a US Air Force exercise should contact SAF/IA 18 to 24 months prior to the exercise. This contact should be followed by a formal LOR a minimum of 10 months in advance of the exercise to allow preparation of the LOA.

**4.38.3.1.** Units participating in US Air Force exercises must be self-supporting. The unit must provide all aircraft, support equipment, parts, supplies, personnel, and munitions. Support from US Air Force is limited and will not be given to allied units if it would cause an adverse impact on the capacity of the US Air Force to conduct its primary mission. Any support provided will be included on the "N" case. See Attachment 7 for a request checklist for exercise cases. If POL is included, procedures in paragraph 4.22.5 of this manual must be followed.

**4.38.3.2.** Visit authorizations for exercise participants and observers must be processed 10 months in advance.

**4.39. "O" Cases.** "O" cases include information security (INFOSEC), communications security (COMSEC), and computer security (COMPUSEC), except that included in a major end-item. DoD Manual 5105.38-M (SAMM), National COMSEC Instruction (NACSI) 6001(C), and the Information Systems Security Manual provide basic guidance. "O" Cases are written by AFSAC.

**4.39.1. INFOSEC Listing.** Each office involved in security assistance of INFOSEC should have available the latest annual NSA INFOSEC Listing which includes primary inventory control activity (PICA) designations (NACSI 6001), current NSA Listing of Equipment Held by Foreign Governments and International Organizations, and SDAF INFOSEC listings. These are available from NSA.

**4.39.2. LORs for "O" Cases.** LORs are sent to AFSAC/XMX for initial releasability screening with the National Security Agency (NSA) (information copy to AF/SCX and NSAX524). Each request should include a detailed description of those articles and services desired. The checklist for INFOSEC (Attachment 8) should be completed by the purchaser and attached to the LOR.

**4.39.3. LOAs for "O" Cases.**

**4.39.3.1.** "O" cases should be unclassified. Selected parts may be classified, if needed.

**4.39.3.2.** If INFOSEC is included in another article or service on a case other than "O," identify the INFOSEC in the description or, preferably, as a separate line item or subline item. If any INFOSEC is classified and included in a line item with unclassified, separate subline items are required. Each line item or subline item must be clearly

marked as classified (SECRET or CONFIDENTIAL) or CCI or Unclassified.

4.39.3.3. The supplemental conditions must identify all uses of courier service, controlled transportation, necessary purchaser receipt procedures and any other INFOSEC-peculiar matters in addition to normal supplemental conditions.

4.39.3.4. Separate LOAs are not needed for "mixed" US Air Force/GSA requirements. GSA articles and services will be line items separate from the rest of the INFOSEC case.

4.39.4. **Implementation of "O" Cases.** The Case Manager should ask the HQ US Air Force Deputy Chief of Staff, Command, Control, Communications and Computers, Directorate of Plans and Policy, Policy Division (HQ USAF/SCXX) for technical guidance. Copies of any security violations or reports of discrepancy (RODs) should be sent to the National Security Agency Office of Programs and Acquisitions, Acquisition and Business Development Division, Foreign Military Sales Branch, (NSA/CSS/IO422).

4.39.5. **Requirements Involving GSA.** GSA is the PICA on some equipment previously assigned to the US Air Force. However, GSA does not have authority to prepare LOAs. For GSA PICA assignments formerly assigned to US Air Force, AFSAC will:

- Write INFOSEC LOAs for equipment transferred from US Air Force to GSA (as PICA).
- Request LOAD (including a SOW, if appropriate) from Office of Information Security (KIM), 7th & D Streets SW, Room 5060, Washington DC 20407, with a copy to SA-ALC/LTRM.
- Enter the case in SAMIS and notify SA-ALC/LTRM. SA-ALC/LTRM will direct implementation by GSA and will send a copy of the implementing instructions to the SAF/IA Country Director and AFSAC. Implementing instruction will advise GSA to send all billing documents to SA-ALC/LTRM. SA-ALC/LTRM will review, consolidate, and send the billings to DAO-DE (WP)/FF, Wright-Patterson AFB OH 45433-5308, to secure payment and update SAMIS.

**4.40. "P" Cases.** "P" cases are for the sale of indices, regulations, instructions, manuals, DLI and IAAFA materials, stock lists, catalogs, technical orders, engineering drawings, military specifications and standards, forms, and SAMIS products which US Air Force manages (other than technical data packages (TDPs)). These cases are written and managed by AFSAC (see AFM 67-1, Volume IX and TO 00-5-19, *Security Assistance Technical Order Program (Technical Manual)*, September 15, 1990).

4.40.1. **Publication Availability.** Publications are supplied on an as available, and as approved by US Air Force basis. They are usually limited to those needed to

support standard equipment sold to, programmed for, or in the possession of the purchaser.

4.40.1.1. Purchasers may request copies of selected US Air Force publications for general or background information. The publications system provides for the automatic distribution of TOs, stock lists, and SAMIS products.

4.40.1.2. Atomic information may be released only according to an agreement for cooperation under the Atomic Energy Act of 1954, as amended.

4.40.1.3. DoD publications may be ordered from any military department. The Air Force is the executive agency for the Defense Language Institute English Language Center (DLIELC). AFSAC will prepare "P" cases for DLIELC publications for all foreign service users if the requirement cannot be accommodated under an existing blanket order case.

4.40.1.4. AFM 67-1, Volume IX, gives instructions on requesting logistic support under the US Air Force FMS program. Distribution of this manual is limited and controlled. Purchasers may buy copies, revisions, and amendments only through a "P" case.

4.40.2. **Publication Releasability.** SAF/IAWO is the delegated release authority for publications and documents managed by Air Force activities. Release authority for publications and documents may be delegated by SAF/IADP to the MAJCOM FDO and redelegated to subordinate FDOs. AFI 16-201 (formerly AFR 200-9) governs the release of classified publications to a purchaser under FMS. When the releasability of a document is not known or is in doubt, the publications monitor sends the request, along with a copy of the document in question, through disclosure channels.

4.40.2.1. The requester ensures the validity of publication requirements and reviews requests and requisitions:

- For releasability under AFI 16-201 (formerly AFR 200-9).
- To ensure that proper publications are being requested.
- To make sure that the purchaser has, or has requested, the articles described in the publications requested.

4.40.2.2. The FDO, based on delegated disclosure authority:

- Sends FMS requests and requisitions to the managing agency.
- Cancels invalid requirements.
- Reviews justification for the release of engineering drawings and associated documents. Refers any TDPs to the Case Manager.
- Refers requests to HQ Air Force Materiel Command, Office of International Affairs, Operations Branch (HQ AFMC/IAO) if releasability of a publication is in doubt. If HQ AFMC/IAO cannot determine releasability, they will refer the request

through the SAF/IA Country Director to SAF/IAWO for final determination.

4.40.2.3. The US Air Force publications monitor in-country makes sure the purchaser:

- Orders minimum essential quantities.
- Has essential publications, indexes, and requirement tables.

4.40.2.4. Authentication is needed on the request to make sure there is clearance of patent and proprietary rights and approval to release according to AFI 51-303, *Patents*, (formerly AFR 110-8) and AFI 16-201 (formerly AFR 200-9).

4.40.3. **Technical Orders (TOs).** US Air Force TO support usually is provided through FMS only (a) for weapon systems and equipment identical in configuration to US Air Force systems and equipment and (b) if all of the information in the TO is releasable. TO support for equipment not standard to the US Air Force may be bought through FMS if directed by DSAA. In those instances, all development costs are charged to the purchaser. Normally, the purchaser buys follow-on TOs for nonstandard equipment directly from commercial sources or through FMS cases specifically for country standard TO purchases. TOs for high-technology or sensitive systems will be country standard if the SPO, SPM, or inventory management specialist (IMS) determines that future versions or capabilities may not be releasable to the purchaser. Country standard is nonstandard for costing and administrative charges. Unlike other publications, LOAD must be prepared for blanket order TO cases/lines.

4.40.4. **Engineering Drawings and Data.** The US Air Force must provide a need certification and SAF/IAD must determine releasability for engineering drawings and related publications. Under no circumstances will such documents be released if the US Government does not have the legal rights for release. The distribution of these documents is according to the distribution statement shown on the document. Engineering data must not be furnished solely to provide copies to libraries. Engineering documentation for common embedded computer software is not released unless approved by the responsible agency. If such documentation amounts to a TDP, it cannot be sold on a "P" case.

4.40.5. **SAMIS Products.** Copies of SAMIS products are available on lists or on microfiche. See AFMCR 400-178, *Security Assistance Management Information Systems (SAMIS) W001 Users Manual*, October 31, 1988, for additional information.

4.40.6. **LORs for "P" Cases.** Requests for defined order "P" cases must have complete descriptions of the items, quantities, shipping address (which must be in the Military Assistance Program Address Directory (MAPAD)), and the desired delivery dates. The request should contain a provision for changes and revisions to

publications purchases. Requests for blanket order "P" cases should include the maximum estimated cost.

#### 4.40.7. **Requisitioning Non-Air Force Publications.**

4.40.7.1. When publications controlled by another US military department are required to support a US Air Force FMS system sale, the US Air Force "P" case can provide the initial lay-in of these publications. However, all follow-on support and automatic distribution of changes must be obtained through a case established with the controlling DoD component.

4.40.7.2. Small dollar requests for publications that are needed on a one time only basis can be obtained through the US Air Force "P" case when the customer does not have a case established with the controlling DoD service. Automatic distribution requirements for these requests cannot be established with US Air Force. A DD Form 1348-1, **DoD Single Line Item Release/Receipt Document**, will be submitted for these publications, except for technical manuals. See TO 00-5-19 for procedures to order other DoD services technical manuals.

4.41. **"Q" Cases.** "Q" cases are for logistics support and sales when all line items are under AFMC control. These cases are written and managed by AFSAC and must be processed using the same procedures as their related follow-on support cases. For example, a "Q" case for defined order equipment and spare parts must follow procedures for "L" and "R" cases.

4.42. **"R" Cases.** "R" cases are blanket order cases for requisitioning spare parts. Each purchaser needs only one "R" case which sets a maximum dollar value for items that the purchaser may requisition. These cases are written and managed by AFSAC.

4.42.1. **Requisition Support.** The US Air Force cannot buy or supply spare parts before getting the purchaser's requisition; therefore, the purchaser has to accept the leadtime and costs for small quantity procurements if articles are not furnished from stock. US Air Force cannot use its own stocks to fill "R" case requisitions if the support adversely affects US Air Force and other security assistance programs. Spare parts are usually available sooner under CLSSA because many stocks are purchased before requisitions are submitted. US Air Force encourages the purchaser to use CLSSA ("K" case) for follow-on support.

4.42.2. **LOAs for "R" Cases.** Because formal LOAD studies are not done for "R" cases, AFSAC uses dollar figures provided in the purchaser's request. LOAs must include this cost and identify the end-item to be supported.

4.43. **"S" Cases.** "S" cases are for aircraft system sales and are written and managed by SAF/IA. Individual line items must be processed using the same procedures as their related cases. For example, lines for IEMP support and INFOSEC must follow "G" and "O" case procedures.

See Attachments 5 through 13 for checklists. Attachment 9 specifically deals with aircraft, but other applicable checklists should be used if other support is also being provided.

#### 4.43.1. **LOAD Responsibilities for "S" Cases.**

4.43.1.1. AFMC prepares LOAD for systems, spare parts, spare engines, support equipment, modifications, transportation, etc. With the exception of dedicated training programs, AFSAT Squadron prepares LOAD for all training needed for system activation, both organic and contractor provided, CONUS and overseas.

##### 4.43.1.2. Other MAJCOMs provide:

- Assistance to AFSAT Squadron on course data for training under their control.
- LOAD for aircraft flight delivery services (ACC AOS/AODS and HQ AMC/TACC).
- LOAD for dedicated training programs.
- LOAD for tanker services (HQ AMC/TACC).

4.43.2. **Additional Responsibilities.** All development programs and FMS system acquisition cases are managed according to DoD 5000- and Air Force 800-series regulations. If the program is executed, SAF/IA will issue the International Program Directive (IPD) to the cognizant SAF/AQ mission area director. Upon receipt of the IPD, SAF/AQ will implement the case by US Air Force Program Management Directive (PMD).

#### 4.43.3. **LOAs for "S" Cases.**

4.43.3.1. The following list of items illustrates a system sale for an F-16 squadron and associated support equipment. This listing is for sample purposes only and should not be used as a definitive system sale line listing. The LOA should show the major items first (e.g., aircraft, engines) and list the remaining lines in generic code order.

- 001 F-16C Aircraft
- 002 F-16D Aircraft
- 003 Spare Engines
- 004 Common Support Equipment
- 005 Peculiar Support Equipment
- 006 Initial Spares
- 007 Technical Data and Publications
- 008 Country Standard Technical Orders
- 009 Engineering Change Proposals
- 010 International Engine Management Program (IEMP)
- 011 Technical Coordinating Program (TCP)
- 012 Aircraft Structural Improvement Program (ASIP)
- 013 Minor Modifications
- 014 Sustaining Engineering
- 015 Training Equipment
- 016 Munitions
- 017 Aircraft Ferry
- 018 INFOSEC
- 019 Weapon System Logistics Officer (WSLO)
- 020 System Acquisition Officer

- 021 Technical Assistance (US Air Force)
- 022 Technical Administrative Service
- 023 AFMC Program Management Services
- 024 AFSAT Program Management Services
- 025 Development Effort for the Country
- 026 Software Support
- 027 Test Measurement Diagnostic Equipment (TMDE)
- 028 Repair and Return for Engines
- 029 Arresting Barriers
- 030 CAD/PAD
- 031 Comm/Nav
- 032 Life Support
- 960 Extended Training Services Specialist (ETSS)
- 999 Undefined Training Requirements

4.43.3.2. The LOA supplemental conditions for F-15, F-16, and F-111 aircraft sales must include the following statement: "Purchaser acknowledges receipt and understanding of the United States Guide for Protection of Electrical Equipment from Carbon Fibers."

**4.44. "T" Cases.** "T" cases cover all types of training, formal and informal courses, including familiarization, qualification, aircrew, professional military education, mobile training teams (MTTs), extended training services specialists (ETSS), Technical Assistance Field Teams (TAFTs) and other technical or specialist training from both US Government and contractor sources. These cases are written and managed by AFSAT. Dedicated and continuation training programs which require extensive unit support and coordination are written as "N" cases.

4.44.1. **LORs for "T" Cases.** Requests for "T" cases should include the following information:

- A description of the training (with course number and training MASL number, if known), or equipment specification and manufacturer if contractor training is required.
- The desired location for the training.
- The number of people to be trained (specify officer or enlisted).
- When the training is needed.
- The English Comprehension Level (ECL) of the people to be trained. Use tests from the DLIELC to determine the ECL.
- The professional and technical qualifications of the people to be trained.

#### 4.44.2. **LOAs for "T" Cases.**

4.44.2.1. Training cases will be blanket order and will have a minimum value of \$20,000. Waiver authority for the minimum case value rests with the AFSAT Commander and Vice Commander. All training line item numbers will start with a "9." Additional information on these cases is found in AFJI 16-105 (formerly AFR 50-29).

4.44.2.2. Contractor training will not be included in a nontraining line item on an LOA. AFSAT gives LOAD,

implements, and arranges for all contractor training for international students. This is not limited to formal training in the CONUS. If the primary task of contractor personnel under an LOA line item is to give formal or familiarization training in CONUS or in-country, the line item must be identified as training under generic code N00 and show AFSAT as the implementing organization. If AFSAT asks another MAJCOM to procure the training, AFSAT will fund the purchase request.

4.44.2.3. Training aids and publications may be provided under "T" cases when required by MTTs and ETSSs to perform the training mission.

4.44.2.4. Dedicated training will be provided using "N" case procedures. See paragraph 4.39.1. of this manual.

**4.45. "U" Cases.** "U" cases for maps and charts were formerly managed by the Air Force Chart Center. This organization is now part of the Defense Mapping Agency (DMA) which prepares its own LOAs. "U" is currently reserved by the US Air Force to track MAP orders (does not include MAP Merger), Section 506 drawdowns, and similar non-FMS security assistance.

**4.46. "V" Cases.** "V" cases are written and managed by AFSAC to sell permanent modifications to purchaser systems. A permanent modification corrects safety or materiel deficiencies, improves reliability and maintainability, or adds or removes capability. Permanent modifications also include kits, installation services, and the costs of the tools and equipment required to install and support the modification. Modifications may be divided into two categories: minor and major. All modifications that enhance the capability of a weapon system must be approved by the SAF/IA Country Director before AFSAC develops P&A or LOAD. The SAF/IA Country Director will coordinate with SAF/IAW or SAF/IAD, as appropriate.

**4.46.1. Minor Modifications.** Minor modifications, formerly known as Class IV modifications, include safety, mission essential, and logistic modifications. These modifications do not enhance the capability of an existing aircraft or other system. A minor modification case can also include US Air Force or contractor services (installation). MASL number (A6A) 9A6AM1NORMOD will be used for "V" cases with minor modifications.

4.46.1.1. If the request is for a blanket order case for minor modifications, the LOR must state the maximum cost. To establish an FMS defined order case, the purchaser must identify the modifications, the quantity desired, and any US Air Force services (for example, installation).

4.46.1.2. AFSAC and the proper SPO should be informed by message of kit requirements immediately. Negative replies are required if applicable. US Air Force kit acquisition cannot be delayed pending receipt of purchaser replies.

4.46.1.3. Minor modification notifications do not include installation costs. US Air Force or contractor assistance for minor modification installation requires specific case coverage. When the US Air Force performs modifications, an "M" maintenance case must be used for both the maintenance and the modification costs.

4.46.1.4. After receipt of a request for a defined order "V" case, AFSAC must do a formal LOAD study if installation involves US Air Force manpower. AFM 67-1, Volume IX, Chapter 7, explains how to process LORs and LOAs for "V" cases. Formal P&A studies are not required for blanket order "V" cases; however, if the US Air Force is to do the installation, AFSAC must do a manpower availability study. If US Government manpower is required, a manpower requirements package must be submitted in accordance with paragraph 4.7 of this manual.

**4.46.2. Major Modifications.** Major modifications enhance the capability of an existing aircraft or other system and include the tools and equipment required to support the modification. If the modification involves initial support, training, etc., or involves multiple commands, an "N" case will be used. MASL number (A6B) 9A6BOMAJORMOD will be used for "V" cases with major modifications.

4.46.2.1. LORs for major modifications must be sent to the SAF/IA Country Director for initial screening with SAF/IAW, SAF/IAD, and the HQ US Air Force Deputy Chief of Staff for Logistics, Directorate of Maintenance, Maintenance Policy Division (HQ USAF/LGMM) before forwarding to AFSAC for action. Purchaser request for major modification LOAs must be accompanied by a completed Major Modification Request Checklist (Attachment 10).

4.46.2.2. When AFSAC receives a purchaser's request, they will determine if the modification has been previously completed by the US Air Force or for an FMS country. If the modification is to be offered, a LOAD study must be done. The US Air Force will provide a description of the baseline (modification area and affected subsystems) for which the modification was developed. It will ask the purchaser to confirm the configuration or identify baseline differences. If the request is for a modification that has not been done, either by US Air Force or through FMS, the purchaser must provide its baseline configuration. Also, the US Air Force may provide group A and group B kits based on its baseline configuration, with no guarantee of kit compatibility or performance in the purchaser's system. The US Air Force may provide its reasons for not helping in kit installation. If the configuration of purchaser's system is significantly different from that of the US Air Force system, and engineering is needed to make the modification compatible with the purchaser's system, a modification proposal analysis (MPA) must be conducted (AFR 57-4,

*Modification Approval and Management*, August 1987).

The purchaser pays the MPA cost through an FMS case.

4.46.2.3. After the case for the study has been accepted and implemented by a case directive from AFSAC, SAF/AQ prepares a PMD for the MPA. The MPA may require a meeting with the purchaser to determine system configuration compatibility with the modification and to identify adjustments. Study results are sent to SAF/AQ, AFSAC and the purchaser on AF Form 3525, **CCB Modification Requirements and Approval Document**.

4.46.2.4. The SAPM provides LOAD for major modifications to be performed in the production line. LOAD must include modification costs and a pro rata share of nonrecurring costs. Examples of modification costs are engineering, prototype, technical data, kit proofing, testing, flight certification; kits (groups A and B); support equipment and initial spares; trainers; simulators; tools for the modification; labor; modification kits for support equipment, spares, simulators, and training.

**4.47. "W" Cases.** "W" cases were formerly used for defined order cases for Class V modifications. These modifications are now provided under "V" cases and the "W" designation is reserved.

**4.48. "X" Cases.** The "X" designator can be used only with SAF/IA approval. Currently, DFAS-DE uses "X" for management of purchasers' trust accounts.

**4.49. "Y" Cases.** "Y" cases are for missile systems and are written and managed by SAF/IA. Requests for "Y" cases must include the checklist in Attachment 11.

**4.50. "Z" Cases.** The "Z" designation is used for leases under AECA, Chapter 6. There may be a need to provide transportation, PC&H, or other support for items provided under a lease. This support is an FMS transaction and must be provided under the appropriate case type--not under a "Z" case.

## Chapter 5

### FMS CASE PERFORMANCE

**5.1. Case Acceptance.** An LOA or an amendment is accepted when:

- An authorized representative of the purchaser signs the document on or before the expiration date; and
- If the terms state "Cash With Acceptance" or "Initial Deposit," a check is deposited with the Defense Finance and Accounting Service, Denver Center, Deputate for Security Assistance (DFAS-DE/I) or a wire transfer made to the US Government. If the purchaser's funds are on deposit at DFAS-DE/I (a trust fund account), these funds may be used in place of a check or a wire transfer, if written authority is attached to the accepted offer or sent to DFAS-DE/I before the expiration date; and
- The DSAA Comptroller receives notice of acceptance within 10 calendar days after the LOA expiration date; and
- DFAS-DE/I and the issuing US Air Force agency each receive one signed copy before expiration; and
- If option lines were included on the LOA, written authority to exercise these options is attached to the acceptance; and
- There are no purchaser conditions or counteroffers to the acceptance.

**5.2. Case Implementation.** The US Air Force will implement security assistance programs in the same manner as US Air Force programs as much as possible. Certain functions, however, are not inherent in DoD and

US Air Force programs, such as support of foreign policy, direct dealings with foreign representatives, training of personnel with English as a second language, and the placement of US assets into foreign-controlled and -operated environments. These differences must be recognized, and standard US Air Force practices modified when required.

#### 5.2.1. International Program Directive (IPD).

5.2.1.1. For cases written by SAF/IA, the Case Manager issues an IPD which directs the applicable Air Force command or agency to implement one or more line items of an FMS case. Attachment 26 shows sample formats for IPDs. The IPD should be sent to the implementing agencies within 5 workdays of case implementation. The command or agency may delegate line management responsibility within the command or agency by an internal written directive. AFSAT and AFSAC should develop a document similar to the IPD for cases which they write.

5.2.1.2. Implementing agencies must not take implementing action (e.g., deliver articles, perform in-house services, or contract for an article or service) until the IPD is received and the obligational authority (OA) is approved. (**NOTE:** For cases implemented to SAF/AQ, a Program Management Directive (PMD) is also required.) If OA is not yet approved when the IPD is issued, the Case Manager will notify Line Managers when OA is approved and lines may be implemented.

5.2.1.3. If the Case Manager makes changes to LOAD submitted by implementing activities, the IPD will

specifically identify these changes. All Pen-and-Ink changes and Reinstatements to the LOA must be attached to the IPD. An IPD cannot exceed the scope of the LOA and all acquisition action must be within the scope of the IPD.

5.2.1.4. IPDs identify all lines which include NRC charges. Line Managers must provide this information to the accounting activities responsible for monitoring these charges.

5.2.1.5. The Case Manager can control the release of OA by limiting the total amount of funds available on a line item of the LOA. The withholding of OA will only be used on an exception basis (usually with the concurrence of the SAPM and the Line Manager) and must be identified in the IPD. The IPD may also require the Line Manager to report commitments at a percentage level (e.g., 80 percent, 90 percent).

5.2.1.6. The implementing agency must tell the purchaser that the FMS case has been received for implementation and provide an address to be contacted for routine matters or for technical information. A copy of the implementing agency's implementing directive may be used for this purpose. Send a copy of the notification to the agency which issued the IPD.

5.2.1.7. AFSAC must coordinate with the Air Staff program element monitor (PEM) or requirements officer for each FMS major system involving an anticipated modification. For major system sales, action must be taken by the Air Staff PEM according to DoD 5000- and Air Force 800-series directives and regulations. The cognizant SAF/AQ mission area directorate, SAF/IAQ, and appropriate US Air Force PEO or Designated DAC coordinate on the IPD. For modifications, the requirements officer must take action required by AFR 57-4, *Modification Approval and Management*, August 1987, and coordinate on the IPD.

5.2.2. **IPD Amendments.** IPD amendments implement all changes to LOAs (modifications and amendments), LOIs, and other security assistance documents. IPD amendments may also provide internal instructions not contained in a formal modification or amendment.

**5.3. Program Reviews.** Keep attendance and frequency of program reviews down to a minimum number. Limit the number of US Air Force attendees at overseas reviews to no more than the number the customer sends to CONUS

reviews; this is a good indication of the level of attendance the customer considers appropriate. Program reviews should be limited to a maximum of twice yearly of each type.

5.3.1. **Security Assistance Management Review (SAMR).** A SAMR is a broad overview of a customer country's security assistance programs. SAF/IA regional divisions are the focal points for SAMRs. They approve attendance at the SAMR and are responsible for obtaining overseas country, special area, and theater clearances.

5.3.2. **Program Management Review (PMR).** A PMR is a high level review of a specific security assistance program. The SAPM is the focal point for PMRs, and is responsible for obtaining overseas country, special area, and theater clearances.

**5.4. Amendments and Modifications.** Once an LOA has been implemented, amendments and modifications are used to document program changes during the life of the case. These changes may include price changes, schedule adjustments, scope changes, shifting funds, source of supply adjustments, etc.

5.4.1. Requests for adjustments are prepared by Line Managers in the implementing command and sent through the SAPM to the Case Manager. Requests for changes must be sent using the following sample format: (**NOTE:** Line items and dollar values provided are for sample purposes only.)

<u>Line Item</u>	<u>Current Availability/ Source of Supply</u>	<u>Revised Availability/ Source of Supply</u>	<u>Current Line Value</u>	<u>Cost Change</u>	<u>Revised Cost</u>
003	P(24)	No Change	\$55,000	+\$1,000	\$56,000
005	P(12)	X(12)	\$ 2,000	- \$ 326	\$ 1,674
007	P(12)	P(15)	\$ 1,000	No Change	\$ 1,000

5.4.2. The name, office symbol, and telephone number of the Line Manager and the financial manager providing the cost adjustment verification to the Line Manager, and the source documents for the fund adjustment must be listed.

5.4.3. The Case Manager will not process the request without all of the above information. After the information has been furnished, the Case Manager shows all changes (availability, source of supply, cost change) on an LOA amendment or modification. Any proposed cost changes that would reduce the LOA line item value below the OA, obligations, commitments, expenditures, or deliveries in the Case Management Control System (CMCS) are referred to the Line Manager for resolution.

### **5.5. Procurement From Sources Outside the United States (Offshore Procurement).**

5.5.1. Offshore contractors must move articles to the CONUS freight forwarder or country representative as shown by the Freight Forwarder Code in the LOA. As an exception to policy, the FMS customer may authorize:

- A freight forwarder, authorized to do business in the same country as the offshore contractor, to arrange transportation from the offshore contractor's facility to the customer's consignee.
- A representative to arrange transportation from the offshore contractor's facility to the customer's consignee.

5.5.2. The Line Manager will notify the FMS customer of articles to be procured offshore no later than contract award. The Line Manager's notice must state that the articles will be moved to the CONUS freight forwarder unless the customer requests delivery of the articles at the offshore contractor's facility. The customer request must be made within 20 days of the Line Manager's notice of offshore procurement.

5.5.3. The AECA, Section 42(c), specifies restrictions on offshore procurement if credit or grant funding is used.

**5.6. Insurance for FMS Materiel.** Purchasers who need insurance should get it from commercial sources (LOA Standard Terms and Conditions, Paragraph 5.3.). When this is not possible, the purchaser may ask SAF/IA to purchase insurance.

5.6.1. The request must state why the purchaser cannot get insurance from commercial sources and must designate the US Air Force as an agent of the purchaser. This allows the US Air Force to get insurance quotations, and, if necessary, to buy the insurance coverage. The request should identify the articles or services to be insured and the coverage needed.

5.6.2. Insurance is entered on the LOA as a separate line item. LOAs that give insurance coverage must indicate the line items covered.

**5.7. Required Availability Date (RAD).** The RAD is the number of months from the date of requisition, that the requested item will be available for release to the purchaser. It is used to help the US Air Force meet delivery commitments for system activations. It also gives dates for the support of end-items of US Air Force origin.

5.7.1. On defined order cases, place the RAD on US Air Force-generated requisitions in card columns (cc) 63 and 64. It does not apply to requisitions made under blanket order cases (e.g., "KB," "R," and "E" cases). AFM 67-1, Volumes I, III, and IX contain details for RAD control.

5.7.2. When a RAD is not met, the purchaser must be informed of the new estimated delivery date. The notice is provided in a Military Standard Requisitioning and Issue Procedures (MILSTRIP) status transaction.

### **5.8. Not Mission Capable Supply (NMCS) and Other Priority Requests.**

5.8.1. Priority requirements for spares are filled from blanket order cases ("K" or "R"). NMCS requirements for spares are sent by priority requisition, based on Force Activity Designator (FAD) and Urgency of Need Designator (UND), for the exact quantity (Attachment 27 of this manual and AFM 67-1, Volume IX, Chapter 7). A purchaser may need an item already on requisition and may not want to buy an alternate item. In this case, the priority of the item or requisition may be upgraded and identified as NMCS. The purchaser's records are updated by status reports provided automatically from the US Air Force supply system.

5.8.2. Priority requirements for CAD/PAD are filled using "C" cases. If the item is not on the "C" case and additional funds have not been provided for emergencies, the case may be amended to add the emergency need. A purchaser may order urgently needed CAD/PAD items by sending a message to AFSAC stating the exact quantity needed to meet the NMCS condition. The message must also include the item description, aircraft serial numbers, and the accepted "C" case for delivery and billing.

5.8.3. Purchasers should submit a new requisition or upgrade a current one by sending a MILSTRIP requisition modifier. Only the NMCS quantity should be changed. In the automated US Air Force supply system, messages and letters are much slower than MILSTRIP transactions and should be used only as a last resort.

### **5.9. FMS Deliveries and Services Performed Report.**

Accountable DAOs send monthly delivery listings, DD-COMP(M)1517, to DFAS-DE/I via CMCS. These reports are used in preparing the quarterly billing statement.

5.9.1. The quarterly billing statement lists all open FMS cases and those closed during the current quarter. Case value deliveries, financial forecasts, and collections are

also listed. Current quarter deliveries support the billing statement.

5.9.2. The DD Form 1348-1/1A accompanying cargo, and reports from the freight forwarder may be used to verify the quarterly deliveries from DFAS-DE/I.

**5.10. Receipt of FMS Articles.** When receiving FMS articles, purchasers should:

- Tell their freight forwarders to check and transship FMS materiel with all supporting US Air Force documentation to the in-country address.
- Carefully check shipments against the documentation and due-in records to make sure they correctly identify all items (AFM 67-1, Volume IX, and chapter 6, this instruction).
- Pay special attention to partial and consolidated shipments. Partial shipments have less materiel than was ordered. Consolidated shipments have materiel for more than one requisition.

**5.11. Purchaser Follow-up Actions.** The purchaser uses MILSTRIP for follow-up actions on an item-by-item basis (AFM 67-1, Volume IX, Chapter 7). Administrative actions may be sent by message or letter.

5.11.1. AFSAC provides a quarterly requisition report on 31 March, 30 June, 30 September, and 31 December to all FMS purchasers who request it. This report gives the status and estimated shipping dates for all open requisitions. It includes status, method, and serial number for all items shipped during the preceding quarter. The report also lists cancellations and reasons for them during the previous quarter.

5.11.2. If a follow-up is needed on items bought by AFSAC and reported on the RCS: HAF-IA(Q&AR)7106, Status of Delivery Action on Individual Foreign Military Sales Cases, the purchaser gives the case and the request to the system program office (SPO).

**5.12. FMS Complaints and Discrepancies.** DoD requires a high level of quality control on FMS shipments and documentation. The US Air Force must give prompt attention to a purchaser's questions and make every effort to find a fair solution. Active programs are maintained for funding, analyzing, and ending discrepancies. The Joint Service Regulation DLAR 4140.60, *Processing Discrepancy Reports Against Foreign Military Sales Shipments*, (AR 12-12, SECNAVINST 4355.17, AFJI 16-106 (formerly AFR 67-7), MCO 4140.1E) contains the DoD policy and procedures for processing reports of discrepancy (RODs) against FMS shipments. Supplementation is permitted at all levels. AFM 67-1, Volume IX, Chapter 8, Section K, contains US Air Force policy and procedures for RODs.

5.12.1. **Financial Complaints.** Purchasers should send financial complaints by mail or message directly to DFAS-DE for problems with:

- Administrative charges.
- Accessorial charges.

5.12.2. **Reports of Discrepancy (RODs).** Standard Form (SF) 364, **Report of Discrepancy** is used to report discrepancies in FMS shipments and materiel and is the source for financial adjustments to the purchaser for approved RODs. All SF 364s and substantiating documentation are sent to the Air Force Security Assistance Center, Resource Management Office, Reports of Discrepancy Office (AFSAC/ROD), 5490 Pearson Road, Building 89, Wright-Patterson AFB, Ohio 45433-5377 according to AFM 67-1, Volume IX, Chapter 8. AFSAC:

- Controls each ROD.
- Sends the ROD to the proper agency for causative research.
- Verifies credit or debit determinations made by US Air Force activities.
- Makes sure credits or debits are made to the correct FMS case.
- Advises DFAS-DE/I of the authorized credit for final adjustment to the purchaser's holding account if a ROD is approved after the case is closed.
- Maintains ROD records by country, international organization, agency category, and dollar value.
- Makes recommendations for improving ROD processing procedures and supply operations.
- Submits management evaluation reports required by AFJI 16-106 (formerly AFR 67-7) to SAF/IXM.

5.12.2.1. **Damaged or Improperly Packaged Shipment.** Damaged or improperly packaged shipments are materiel received in a damaged condition because of improper preservation, packing, marking, unitization, handling, transportation, or storage.

5.12.2.2. **Unserviceable Item.** Unserviceable items are defective, repairable, or incomplete items shipped in a condition unfit for immediate use. These items may be restored to serviceable condition by repair, rework, overhaul, or by the addition of components. The US Air Force is not responsible for costs of repairing damaged or unserviceable articles, if such repair did not have prior approval. Claims for reimbursement must include a copy of the US Government authorization to repair the item.

5.12.2.3. **Item Overages.** An overage occurs when the quantity of items received is more than the quantity ordered or reflected on the shipping document.

5.12.2.4. **Item Shortages.** A shortage occurs when the quantity received is less than the quantity shown on the shipping document. To determine if there is a shortage (and before submitting the SF 364), the purchaser should make sure the carrier or freight forwarder did not get the materiel.

5.12.2.5. **Duplicate Shipments.** A duplicate shipment is when identical materiel is shipped and billed under the same document number as materiel previously sent.

5.12.2.6. **Erroneous Shipments.** An erroneous shipment is either a misdirected shipment or an incorrect item.

5.12.2.6.1. A misdirected shipment is a delivery to a destination other than the consignee on the shipping document.

5.12.2.6.2. An incorrect item is one received in place of the item requisitioned. (This is because of shipper error and is not an intended substitute or interchangeable item.) An incorrect item is also an unauthorized substitute item or a substitute item sent even though the requisition prohibited substitution (advice codes "2B" or "2J").

5.12.2.7. **Nonreceipt of Materiel.** If a purchaser is billed for an item not received and no receipt record can be found, the purchaser should check with the freight forwarder before submitting the SF 364 to make sure the materiel was not received or is not on the way.

5.12.2.8. **Credit for Items Returned.** Credit is given after the shipping activity receives proof of turn-in. This action must be within 180 days from the date the purchaser was given disposition instructions. To get credit for materiel returned to the US Government, the purchaser must provide one of the following documents to AFSAC/ROD, showing proof that a US Government representative got the materiel:

- Copy of the DD Form 1348-1/1A showing a US Government representative's signature.
- Receipt for items turned-in to a designated US Government facility.

5.12.2.9. **Contested RODs.** A denied ROD may be resubmitted within 180 days for review and reconsideration. The ROD is considered unresolved or contested if the purchaser is unsatisfied with the second ROD response provided by AFSAC/ROD. The contested ROD, with any additional documentation, must be received by AFSAC/ROD within 180 days of the second ROD response. AFSAC/ROD sends the contested ROD, with all supporting documentation, to the US Air Force ROD focal point (SAF/IAXM) for review and final determination.

5.12.2.10. **RODs in Excess of \$50,000.** DSAA comptroller is the review and approval authority for all RODs in excess of \$50,000, which have been reviewed and recommended for approval by the US Air Force. A SAF/GCI legal opinion must accompany the request for DSAA review. The following procedures apply when a causative search shows the US Government is liable for the claim:

- AFSAC/ROD forwards the ROD, with complete documentation to SAF/IAX, requesting use of FMS administrative funds according to DoD Manual 5105.38-M (SAMM), Chapter 8 (see AFM 67-1, volume IX, for documents which must accompany the ROD).
- SAF/IAX reviews the ROD file and sends it to SAF/GCI for a US Air Force legal opinion.

- If SAF/GCI confirms US Government liability, the ROD file is sent to DSAA; an information copy is sent to SAF/FMBIS. SAF/IAX advises AFSAC/ROD and SAF/FMBIS of DSAA approval to use FMS administrative funds to settle the liability claim.

- If SAF/GCI or DSAA do not confirm US Government liability or deny the use of FMS administrative funds, the ROD is returned to AFSAC/ROD for compliance with the SAF/GCI or DSAA instructions.

5.12.3. **Deficiency Report (DR) Submission.** DRs, as defined in TO 00-35D-54, *USAF Materiel Deficiency Reporting and Investigating System*, April 15, 1991, usually are not investigated unless called for within an LOA. Such is the case for Technical Coordination Program (TCP) and International Engine Management Program (IEMP) participants. DRs must be processed as RODs if not specified in the LOA.

5.13. **Notice of Supply/Services Completion (NSSC).** When all ordered articles and services of a line have been delivered or performed, the implementing command notifies the purchaser by sending an NSSC. The NSSC will be sent even if there are open contracts or incomplete financial reconciliation. An information copy is provided to the Case Manager and the SAPM. The line is coded supply/services complete in the DOCUP01 program of CMCS, by the Line Manager. An NSSC is required for all lines of a case unless the line is canceled before implementation or the line is deleted using an amendment or modification.

5.13.1. If the case/line is for a personnel requirement, the Line Manager must state on the NSSC that personnel will no longer be used to support the case/line. A copy of the NSSC is sent to the MAJCOM manpower office.

5.13.2. When all lines of a case are supply/services complete, the Case Manager issues a case-level NSSC to the purchaser and codes supply/services complete status in the DOCUP01 program of CMCS. A case-level NSSC is required for all cases unless the case is canceled before implementation.

5.14. **Case Closure.** Two methods are available to close a case: accelerated (or participating) and standard (or non-participating). The country's preference and the type of case funding determine which method is used. Cases are identified in CMCS as closure type 1 (non-participating), closure type 2 (accelerated, interim closure), and closure type 3 (accelerated, final closure). Cases identified for closure under the accelerated method will receive priority over those to be closed using the standard method. Under the accelerated method, the oldest supply/services complete cases will be closed first. Exceptions to these priorities will be made by DSAA.

Case closure reconciliation priorities for Air Force cases are:

- Priority 1: Work Stoppage
- Priority 2: Accelerated Closure, all lines are supply complete
- Priority 3: Accelerated Closure, all lines are not supply complete
- Priority 4: Standard Closure
- Priority 5: Active Case

5.14.1. **Accelerated Case Closure Method.** Accelerated procedures will be used for all cases, open and closed, of participating countries. Attachment 28 is a list of participating countries. Under this method, a case becomes a closure candidate when:

- All case/lines are supply/services complete.
- All applicable RODs are completed.
- CMCS, Defense Integrated Financial System (DIFS), General Accounting and Finance System (GAFS), and SAMIS are reconciled (except for the unliquidated obligation (ULO)). (**NOTE:** SAMIS applies to OACs 47 and 63 only.)
- All line-level NSSCs have been issued.

5.14.1.1. Both interim (logistical) and final (financial) closure certificates will be issued under this method. An interim Certificate of Closure value is based on an estimated final billed value (total disbursements plus estimated ULO), and is reflected in CMCS as closure type 2. The ULO may be contractual or non-contractual. The final Certificate of Closure is sent when the ULO is liquidated, and is reflected in CMCS as closure type 3.

5.14.1.2. Cases will be interim closed within 24 months after the case is supply complete. NSSCs must be issued promptly when all articles have been delivered and/or services have been performed. The two year period begins when the case is logistically complete--regardless of whether a NSSC document has been issued. Delinquent NSSCs will not be used as justification to extend the closure period beyond two years. Cases closed using these procedures are closed for the country only and will not be reviewed with the country in subsequent meetings. The case will remain open in CMCS and DFAS-DE records for post-closure financial transaction processing until the ULO is liquidated.

5.14.1.3. The ULO will be determined based on verified obligations recorded in the accountable fiscal station records and is the difference between obligations and disbursements. The finance and accounting office is normally the organization responsible for obtaining the necessary financial information for determining the ULO. If a case cannot be reconciled within 20 months after it is supply services complete, any unreconciled balance will be delivery reported as part of the ULO amount.

5.14.1.4. The Case Manager will verify that obligational authority (OA) = obligations = DIFS delivered articles/services (less contract administrative service (CAS) and logistics support charge (LSC)) and that the

ULO value = DIFS disbursed/undelivered (less CAS and LSC). The Case Manager may modify the case to reduce the case value to the estimated final amount.

5.14.1.5. When issuing an interim Statement for Certificate of Closure, the Line Manager will attach the DD Form 2061, **FMS Planning Directive**, for all cases countersigned by DSAA on or after 1 Oct 78, and will prepare a DD Form 2060, **FMS Obligational Authority**. The Line Manager will code the line as a closure type 2 in CMCS BGTUP16 and will hold files until the case is final closed. The Case Manager will issue case-level interim closure certificates to DFAS-DE/I.

5.14.1.6. Once the ULO is liquidated, the Line Manager will close the line in CMCS as closure type 3 using BGTUP16. The Line Manager will send the final Statement for Certificate of Closure to the Case Manager along with the DD Forms 2061 and 2060. The Case Manager will send the final Certificate of Closure to DFAS-DE/I once all final Statements for Certificate of Closure are received and the OA, obligations, and expenditures are equal in value in CMCS, DIFS, and GAFS. Case closure certification requirements are in paragraph 021104.C. of DoD Regulation 7000.14-R, Volume 15.

5.14.1.7. Cases closed under the accelerated method will not be reopened for any transactions under \$100,000. Any transactions for less than \$100,000 will not be delivery reported to the country, and will be processed against the customer case closure suspense account. DSAA must approve reopening any case closed under the accelerated method. Whenever a country's case closure suspense account has a negative balance of \$100,000 or more for 6 months, DFAS-DE will bill the country based on the procedures stated in DoD Regulation 7000.14-R, Volume 15.

5.14.1.8. No refunds will be made to the customer unless a surplus accumulates from liquidations of ULOs less than interim closure estimates.

5.14.1.9. Customers who wish to withdraw from participation in the accelerated procedures must contact DSAA. If DSAA approves the request, cases that are in interim closure status under the accelerated closure process (coded in CMCS as closure type 2 and supply/services complete) will be finalized as participating cases. Implemented and new cases will be treated as non-participating cases.

5.14.1.10. If a non-participating country wants to participate, previously closed cases will remain closed, but will be coded as participating. If a closed case is reopened, the case will be subject to the accelerated procedures. Open cases at the time of the election to participate will be closed under the accelerated procedures.

5.14.1.11. Although the Case Manager is not responsible for determining the ULO, the Case Manager is responsible for case closure, and will oversee progress

made. Case Managers will review supply/services complete status during meetings with the country, and ensure this status is updated in CMCS on a timely basis. Cases that cannot be closed will be submitted to SAF/IAXM by the Case Manager with supporting documentation outlining the reasons the case cannot be closed.

**5.14.2. Standard Case Closure Method.** All open cases of customers not participating in the accelerated closure procedures will be closed using the standard case closure procedures. A case closed using this method becomes a candidate for closure when:

- All case/lines are supply/services complete.
- All applicable RODs are completed.
- All contracts are financially closed.
- CMCS, DIFS, GAFS, and SAMIS are reconciled and in balance. (**NOTE:** SAMIS applies to OACs 47 and 63 only.)
- Appropriate forms have been completed and submitted (e.g., NSSC, Statement for Certificate of Closure).
- CMCS closure transactions have been processed.

**5.14.2.1.** Once a line is supply/services complete, financially complete, reconciled, and all outstanding RODs have been processed, the Line Manager prepares a Statement for Certificate of Closure for the line and sends it to the Case Manager. The Line Manager also prepares a DD Form 2061, **FMS Planning Directive** for cases countersigned by DSAA on or after 1 Oct 78 and a DD Form 2060, **FMS Obligational Authority**. The Line Manager closes the line in CMCS using the BGTUP16 program.

**5.14.2.2.** After all lines of the case have been closed and all Statements for Certificate of Closure have been received, the Case Manager prepares a Certificate of Closure and forwards it to DFAS-DE/I. Case Managers must check the DFAS-DE/I Case Closure Inventory Report each month to verify that DFAS-DE/I received the Certificate of Closure and to check the status codes for any action required.

**5.14.2.3.** The DoD Executive FMS Reconciliation and Case Closure Board was established to assist implementing agencies in closing cases which cannot otherwise be closed under current DoD rules (see DoD 5105.38-M (SMM), section 80304, for specific criteria). The closure board will only be used after all US Air Force efforts have been exhausted. A US Air Force working group (SAF/IAXM, DFAS-DE/I, and applicable implementing agency representatives) will review those cases that meet the board's criteria to determine the course of action.

**5.14.2.4.** Line Managers should perform semiannual reviews of their open contract lines to ensure timely close-out and deobligation of unused funds. Use existing management products (i.e., SAMIS and AMIS reports), and evaluate the status of supply shipments to identify physically completed contracts. For FMS cases on which final deliveries of material and services has occurred, yet the contract remains open, Line Managers should contact the contracting officer to examine the possibility of contract closure or re-evaluation of funds obligations. If a case is ready for closure with the exception of an open contract, and the only unresolved issues are unquantified final overhead costs (i.e., profit, general, and final audit) and there is no outstanding litigation on the case, the Line Manager should solicit a best final estimate of the contract cost from the contracting officer. The contracting officer should be requested to deobligate any excess funds. When excess funds are deobligated, the Line Manager should request a modification to the LOA to reduce estimated costs and revise the payment schedule. These actions may release money to the FMS customer and reduce payment requirements pending closure of the case.

**5.14.2.5.** All cases closed under the standard method will be reopened, recertified, and reclosed if there are post-closure transactions in excess of \$200. Transactions less than \$200 will be processed against the MAJCOM FMS administrative surcharge budget according to DoD Regulation 7000.14, Volume 15, paragraph 021104.D.1.a. This will only be done after DFAS-DE/I, in coordination with the issuing activity, determines that the Certificate of Closure should be canceled.

---

## Chapter 6

### TRANSPORTATION OF SECURITY ASSISTANCE MATERIEL

**6.1. Military Assistance Program Address Directory (MAPAD).** DoD Manual 4000.25-8-M, *Military Assistance Program Address Directory (MAPAD) System*, March 1993, is the directory of clear-text addresses for moving materiel and distributing documents for security assistance programs.

**6.1.1.** Information in the MAPAD includes:

- A list of FMS purchasers' representatives.

- A list of shipping addresses for shipments moving via small parcel carrier and for shipments moving via surface or air freight carriers (usually the purchaser's freight forwarder).

- An address for the Notice of Availability (NOA), DD Form 1348-5, **Notice of Availability/Shipment**, (usually the purchaser's freight forwarder, except in the case of classified shipments when it must be sent to the country representative indicated on the cover

page of the respective country section in the MAPAD).

- An address for supply and shipment status.
- An address to receive advanced shipping documents.
- Mark-for address for in-country destinations.

6.1.2. The Defense Logistics Agency, Corporate Administration, Defense Logistics Management Standard Office (DLA/CA/DLMSO), 6301 Little River Turnpike, Suite 230, Alexandria, Virginia 22312-3508 is the DoD MAPAD system administrator. The Defense Logistics Agency, Defense Automatic Address System Center, Logistic Division (DAASC-LS), Gentile AFS, 1080 Franklin Street, Dayton, Ohio 45444-5320 is the Military Assistance Program Address File (MAPAF) custodian. HQ Air Force Materiel Command, Transportation Division, Transportation Management Branch (HQ AFMC/LGTT) 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB, Ohio 45433-5006, is the US Air Force OPR for the MAPAD and is the liaison between the FMS purchaser and DAASC-LS.

6.1.3. Recommendations/requirements for policy changes will be submitted to HQ AFMC/LGTT. In coordination with SAF/IAXM, HQ AFMC/LGTT will submit formal recommended changes to DLA/CA/DLMSO.

6.1.4. Purchaser representatives are responsible for the clear text addresses and the address codes required by DAASC-LS for publication in the MAPAD, Sections B and C, and for timely submission of changes. DAASC-LS must coordinate change requests with HQ AFMC/LGTT before changes to the MAPAD are issued.

6.1.5. Additions, revisions, and deletions to the master MAPAF are only made when requested by the purchaser or purchaser's representative. Requests and changes are also accepted from the service focal points, if the request has the concurrence of the purchaser. Freight forwarders should notify the purchaser representative immediately of an expected address change, so that a request for address change may be sent to DAASC. A 90-day leadtime is required for freight forwarder address changes.

**6.2. Freight Forwarder.** The shipper arranges for the movement of FMS articles to the purchaser designated location (usually the freight forwarder). The vast majority of shipments are sourced from "stock-fund" inventories where the price of the material includes the cost of transportation to the purchaser's freight forwarder/CONUS Port of Embarkation (POE). Therefore, the stock fund account pays transportation costs to the freight forwarder/POE. Collect Commercial Bills of Lading (CCBL) will be used for the remaining small amount of non-stock fund shipments. In either instance, the purchaser remains responsible for all onward transportation costs from the freight forwarder/POE.

6.2.1. The Security Assistance Management Information System (SAMIS) Freight Forwarder Information Tracking System provides information on shipments moving

through the country's freight forwarder based on inputs from the inventory control point (AS\_ STATUS), the freight forwarder (receipt and shipment) and the country. It tracks reparables being returned to CONUS as well as items moving to the country. SAMIS produces status products for management review. Country participation in the freight tracking program is not mandatory.

6.2.2. HQ AFMC/LGTT will perform freight forwarder education/assistance visits to operating locations. Each freight forwarder location should be visited annually.

**6.3. Offer Release Code (ORC).** The ORC indicates whether an NOA should be sent by the shipper before shipping materiel. This code is in block 6 of the LOA and is required for each materiel line item.

6.3.1. The preferred method for releasing materiel is under ORC "A." If a "Y" or "Z" ORC is in the LOA, articles will incur a storage fee. When a "Z" ORC is assigned, articles being sourced from a DoD depot will incur a storage fee if the formal response to the NOA exceeds 15 calendar days from the date the original NOA is sent. The storage fee is .125 percent of the article cost per month (or portion thereof). When ORC "Y" is assigned, articles will be automatically released for shipment after 15 calendar days have elapsed and no response to the NOA has been received.

6.3.2. The NOA is a document by which a US shipping activity notifies the designated address that materiel is ready for shipment. The data to be entered on the NOA describes the shipment unit and will contain type pack, pieces, weight, cube, date NOA is transmitted, and the control number (Transportation Control Number, Government Bill of Lading Number, etc.) assigned to the shipment. The NOA will be mailed to the notice recipient specified in the MAPAD. For complete instructions on how an NOA is prepared, refer to DoD Manual 4000.25-1M.

**6.4. Delivery Term Code (DTC).** The DTC identifies the point within the transportation cycle where responsibility for movement passes from the US Government to the purchaser. It is a single position entry in block 7 of the LOA and in the fifth position of the requisition. A numeric code is used for one-way transportation from the source of supply to the customer country; an alpha code is used exclusively for FMS repair/return shipments (i.e., to move reparables from the customer country to the designated repair point and return of the same repaired items back to the customer country).

6.4.1. Most "spares" are managed within a stock fund. Because transportation charges are included in the stock fund standard price, these shipments are moved prepaid, by the stock fund, to the FMS customer's freight forwarder/POE. This is true regardless of what DTC is used in the requisition/transportation control number. Non-stock fund shipments will continue to move on a collect or reimbursable basis in accordance with the DTC.

The non-stock fund shipment category includes non-stock fund items and stock fund items purchased on a contract funded with FMS case funds.

6.4.2. Amendments and Modifications are used to document DTC changes. When requisitions are filled with the original LOA DTC and a deviation from the DTC is necessary, the requisition is not changed to show the new DTC. Instead, the performance report (cc 59, Reports Control Symbol (RCS): DD-COMP(M)1517) shows a Transportation Bill Code (TBC) corresponding to the new delivery condition. When the item is sourced from a stock fund inventory, the delivery source code, in concert with the DTC and TBC, determines the degree of reimbursement to the US Government when applicable.

**6.5. Evidence of Shipment.** All FMS materiel shipments must be traceable. The following documents are acceptable proof of shipment:

- For shipment by CCBL, a copy of the signed CCBL and of the DD Form 250, **Materiel Inspection and Receiving Report**, or DD Form 1348-1, **DoD Single Line Item Release/Receipt Document**, or DD Form 1348-1A, **DoD Issue Release/Receipt Document**.
- For shipments by United Parcel Service (UPS), a copy of the pickup record and of the DD Form 250 or 1348-1/1A which shows the UPS package identification number and pickup record page number.
- For shipments by United States Postal Service (USPS), a copy of the document which shows the insured or registered number and the DD Form 250 or 1348-1/1A.
- For shipments by Government Bill of Lading (GBL), a copy of the GBL accompanied by a copy of the DD Form 250, DD Form 1149, **Requisition and Invoice/Shipping Document**, or DD Form 1348-1/1A.

**6.6. Transportation of Classified Materiel.** Classified materiel is packaged and marked according to AFI 16-201 (formerly AFR 200-9), DoD Regulation 5200.1-R, *Information Security Program Regulation*, June 1986, MIL-STD-129, *Marking for Shipment and Storage*, June 15, 1993, and MIL-STD 2073, *DoD Materiel Procedures for Development and Application of Packaging Requirements*, June 21, 1991.

6.6.1. Shipments of classified FMS articles usually move through the DTS or by other US Air Force-arranged transportation. This provides needed security and enables the US Air Force to maintain control and custody of the materiel until final delivery to the purchaser. The US Air Force prefers that delivery be made to a purchaser's CONUS representative.

6.6.2. Only freight forwarders granted an appropriate Defense Investigative Service (DIS) or recipient government clearance may receive, process, and store US classified materiel (DoD Manual 4000.25-8-M). Freight

forwarders with an assigned Type of Address Code (TAC) of "C" or "D" in the MAPAD are authorized to receive and process classified material with a security classification of CONFIDENTIAL. Freight forwarders with an assigned TAC of "A" or "B" in the MAPAD are authorized to receive and process classified material with security classifications through SECRET.

6.6.3. If the freight forwarder cannot accept classified materiel, or the materiel is sensitive, explosive, or for some other reason cannot be shipped to the freight forwarder according to the assigned DTC, the shipper must obtain new shipping instructions from the Case/Line Manager. The request must provide the following information:

- Requisition number
- FMS case identifier
- Quantity and item description
- National Stock Number (NSN)
- Number of pieces, total weight, and cube
- Hazard class
- Explosive class and net explosive weight

6.6.4. The Case/Line Manager must ensure the proper Transportation Bill Code (TBC) is reported in the DD-Comp(M)1517 report and issue a modification to the LOA to notify the purchaser of the change in transportation conditions.

6.6.5. The Military Postal Service (MPS) may be used for shipments of small classified packages. (**NOTE:** MPS may only be used for other FMS materiel when authorized by SAF/IXXM and DSAA and included in the supplemental conditions of the LOA.)

6.6.6. Classified materiel requires continuous accountability from the source of supply to the consignee in the purchasing country. Accountability and protective custody may be provided by the US Government, by authorized representatives of the purchaser, or by a combination of both US Government and purchaser. Service by AMC meets required security requirements and is normally used for the delivery of classified materiel. When AMC does not provide service to the purchasing country, shipment instructions that meet the security requirements must be included in the LOA.

6.6.7. If during LOA processing, the purchaser wishes to take delivery and custody of classified materiel in the US and use its own facilities and transportation for shipment in-country, the purchaser or his designated representative must submit a transportation plan. The plan must be comprehensive and prepared according to DoD Manual 5105.38-M (SAMM), Table 503-4, and must provide continuous accountability and protective custody from the point of origin to the ultimate consignee in the purchasing country. The plan must be approved by HQ AFMC/LGTT and HQ Air Force Materiel Command, Acquisition Security and Program Protection Division (HQ AFMC/SPP), 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB, Ohio 45433-5006 prior to release of any

classified material to the purchaser. Unless the plan is approved as submitted, or is modified to meet US security standards, shipment by other than the US DTS shall not be permitted. See Attachment 29 for examples of transportation plans for three basic situations supporting the movement of classified materiel purchased within FMS programs. Information from these may be added to DoD Manual 5105.38-M (SAMM), Table 503-4 when preparing a transportation plan for a specific request/LOA.

**6.7. Transportation of Hazardous and Explosive Materiel.** Hazardous and explosive materials are shipped according to AFI 24-201, *Cargo Movement* (formerly AFR 75-1); AFR 75-2, *Defense Traffic Management Regulation*, July 31, 1986; DoD Regulation 4500.32-R, *Military Standard Transportation and Movement Procedures (MILSTAMP)*, March 1987; and AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment* (formerly AFR 71-4).

6.7.1. Firearms, explosives, lethal chemicals, and other explosive or hazardous materials usually move through the DTS to a CONUS water port of embarkation (WPOE)/aerial port of embarkation (APOE) controlled by DoD. They will be on-loaded to a purchaser owned, operated, or controlled aircraft or surface vessel for onward movement. Movement within DTS beyond the CONUS POE needs SAF/IAXM and the Defense Security Assistance Agency, Operations Directorate, Management Division (DSAA/OPS-MGT) approval.

6.7.2. The following DTCs apply to shipment of explosive or hazardous materiel:

- 8 -- Items shipped to the CONUS POE and onloaded onto the purchaser's owned, operated, or controlled aircraft or vessel.
- 9 -- Purchaser accepts delivery at the AMC aerial port of debarkation (APOD).
- 6 -- Purchaser accepts delivery at oversea WPOD.
- 7 -- US Government provides onward transportation to the purchaser's consignee.

6.7.3. If materiel is both hazardous and classified, the packaging, marking and shipping procedures for both the hazardous and classified factors must be complied with.

6.7.4. For hazardous items, an NOA is sent to the address indicated by the Type Address Code 3 in the MAPAD. The items are held and follow-up NOAs are sent every 15 days until a response is received. The NOA will require the freight forwarder to indicate whether International Air Transport Association (IATA) or International Maritime Commission (IMC) certification is needed.

6.7.5. Shipments of explosive and hazardous materiel to Canada will use ORC "Z" and DTC "4" and shipments will be made on a CCBL. An NOA is required.

6.7.6. Hazardous materiel scheduled for movement aboard foreign-owned or -controlled aircraft must be packaged marked, labeled and certified according to title

49 Code of Federal Regulations (CFR), IATA and International Civil Aviation Organization (ICAO) regulations. Commercial air carriers must obtain the exemption required by Title 49 CFR. The transportation officer/air terminal officer at the onload base is responsible for the compatibility of hazardous materiel moved on foreign-owned or -controlled aircraft and must comply with the following:

- Noncompatible hazardous materiel cannot be shipped by commercial carrier.
- Noncompatible hazardous materiel may be shipped by foreign military aircraft provided approval to ship noncompatibles is obtained from the foreign government and forwarded to HQ USAF/LGTT.

#### **6.8. Exceptions to Standard Transportation.**

6.8.1. Other than those authorized in DoD Manual 5105.38-M (SAMM), DSAA must approve all requests for exceptions to standard transportation on a case-by-case basis. The need for DTS must be detailed by the purchaser and submitted through the SAF/IA Country Director and SAF/IAXM to DSAA/OPS-MGT. DSAA has granted special authority for using the DTS to the oversea port of discharge for the countries listed in Table 600-1 of the SAMM. This applies unless the country advises DSAA that the country desires their materiel to be shipped through commercial (freight forwarder) channels. In this case, the country agrees that all freight forwarder and transportation costs are to be paid directly by the country with their own funds.

6.8.2. When the US Air Force determines shipment by CCBL is impractical or improper, the US Air Force will arrange for transportation of these shipments. Exceptions to the CCBL method are: prepaid small parcel and package shipments, and those shipments authorized to move through the DTS or by US Air Force-arranged transportation.

6.8.3. When using a Government Bill of Lading (GBL) to move items to a DoD activity, the US Air Force must process claims against carriers or provide proof of delivery to the destination point. When using a GBL to move items to a freight forwarder, the freight forwarder must file claims with the delivering carrier.

6.8.4. Embedded computer system software is shipped according to TO 00-5-17, *US Air Force Computer Program Identification Numbering System (CPIN)*, October 1, 1984.

**6.9. Small Package Shipments.** Small package shipments are normally moved to the freight forwarder using DTC "5" conditions. The US Air Force must be able to document delivery of these shipments so they are traceable by the FMS purchaser.

6.9.1. When USPS is used for FMS, the items must be registered. USPS surface registered parcel post may be used to ship small parcels to Canada since other small parcel carriers have limited service to Canada. If

international mail is used, it must be specified in the LOA.

6.9.2. Except for classified or hazardous items, NOA procedures do not apply for small packages.

**6.10. Shipments Moved in the DTS Which Terminate in a Third Country.** If the purchaser has indicated an APOD or WPOD in the appropriate column of the MAPAD, and the DTC is one that obligates the US Government to transport the item to APOD/WPOD, the shipper may release the materiel into the DTS without further coordination with the consignee.

6.10.1. If no APOD/WPOD is indicated in the MAPAD, the shipper must advise the Case/Line Manager that the materiel cannot be shipped. The Case/Line Manager will advise the country representative that an APOD/WPOD in the purchasing country or in a third country must be identified and included in the MAPAD before the materiel will be shipped.

6.10.2. The purchaser will make all arrangements for the movement of materiel from the APOD/WPOD to the MARK FOR address.

**6.11. Return of Foreign Purchaser Materiel to the CONUS for Repair.** Repairables are returned to the CONUS according to AFM 67-1, Volume IX. Alpha DTCs are used to indicate two-way transportation. Normally, the US Government has no responsibility for moving reparable materiel, and DTC "E" applies.

6.11.1. When the FMS purchaser is responsible for all transportation (DTC "E"), the purchaser should consign the shipment to the CONUS freight forwarder or purchaser representative at the US port of entry. When DTC "C," "D," "E," "H," or "J" is used, the freight forwarder or purchaser representative is responsible for providing the following documents necessary for clearing US customs:

- DD Form 1348-1/1A.
- DSP-61, **Application for Intransit License for Arms, Ammunition and Implements of War** or a DSP-85, **Application for License to Export Classified Arms, Ammunition, Implements of War and Related Classified Technical Data** for classified defense articles.

6.11.2. Under DTC "E", shipping instructions need only direct the reparable materiel to the designated repair facility and make clear to the FMS customer that it is the responsibility of the purchaser or freight forwarder to clear customs and deliver materiel to the designated repair facility at no expense to the US Government.

6.11.3. When the US Government has transportation responsibility, the detail instruction represented by the assigned DTC, must be provided to the FMS customer. The Transportation Account Code (TAC), transportation appropriation, and the applicable POE and Port of Debarkation (POD) must also be provided.

6.11.4. The US Government accepts only custodial responsibility, not the title, for reparable items being transported in the US DTS. The US Government accepts only custodial responsibility for reparable items transported outside the US DTS after they are received at the repair facility. If a reparable item is lost while in the DTS, the purchaser has no claim against the US Government.

6.11.5. The return leg of an FMS Special Assignment Airlift Mission (SAAM) may be used for the return of country-owned reparable materiel under the following conditions:

- Retrograde materiel that a purchaser moves on a returning SAAM flight must be specifically covered in the FMS case under which the SAAM is authorized. The FMS customer must provide the total weight, cube, number of pieces, and arrangements for materiel movement to the final CONUS destination. This must be included in the LOA for approval by DSAA/OPS-MGT with the Deputy Under Secretary of Defense Logistics, Assistant Deputy Under Secretary of Defense Transportation Policy (PDUSD-L/ADUSD-L/TP) concurrence.
- To use the return segment of the SAAM after LOA acceptance, the purchaser must provide the total weight, cube, and number of pieces. The purchaser must arrange for movement in CONUS, with DSAA/OPS-MGT approval and PDUSD-L/ADUSD-L/TP concurrence. If approved, the implementing instructions are changed to show all needed information on the returned cargo.
- Returned materiel is authorized for shipment on SAAM aircraft to the CONUS POE or to the home station of the aircraft.
- Additional flying hours for retrograde materiel are charged to the purchaser.
- Information on reparable materiel to be transported on the returning segment of the SAAM must be included on the original SAAM request sent to AMC by the SAAM validator.

**6.12. Preservation, Packing, and Marking.** AFI 24-202, *Preservation and Packing* (formerly AFR 71-9), AFI 24-204, *Preparing Hazardous Materials for Military Air Shipment* (formerly AFR 71-4), and MIL-STD 2073 contain US Air Force instructions for packaging security assistance articles. Level A preservation and no less than level B packing are required for security assistance items. Multipacks/consolidations will only contain items for the same US sponsoring service, same FMS case, same in-country "mark for" location, or same freight forwarder code (where applicable).

**6.13. Export Documents.** The commercial exporter must get export documents and clearances if shipments are not made through DTS.

**6.14. Uniform Materiel Movement and Issue Priority System (UMMIPS).** The US Government issues articles and provides services under the UMMIPS according to the Force Activity Designator (FAD) assigned by the Joint Staff and the Urgency of Need Designator (UND) (see Attachment 27). Security assistance shipments are subject to the same UMMIPS time standards as DoD shipments.

6.14.1. Purchasers should evaluate each requirement and select the correct UND for the circumstances. Purchasers should show the UND on requests for defined order cases. Regardless of the priority, items are issued only if on-hand stock is above the control point, unless the purchaser has prefunded FMS follow-on support under a CLSSA. The inventory management specialist (IMS) determines if US Air Force support will be adversely affected.

6.14.2. UMMIPS timeframes apply to materiel moved through the DTS. For materiel shipped to a purchaser's freight forwarder, only the timeframes applicable to depot processing are captured for analysis. However, the transportation mode selection is made with a carrier that will otherwise meet UMMIPS standards.

**6.15. FMS Transportation Charges.** Pricing and billing procedures are contained in DoD Regulation 7000.14-R, Volume 15. The rates in Appendix E to DoD Regulation 7000.14-R (formerly AFR 170-3) are used to compute accessorial transportation on the LOA.

6.15.1. **Accessorial Charges.** The cost of transportation of a line item value on the LOA is normally based on a percentage of the non-stock fund portion of the line item value. This percentage is based on the DTC assigned and the computed value is included in block 11 of the LOA. The Transportation Bill Code (TBC) reported in the DD-COMP(M)1517 report overrides the DTC and automatically corrects transportation charges when the shipper does not ship the item according to the DTC. Additive CONUS transportation charges do not apply to stock fund shipments since CONUS transportation costs are included in the standard price.

6.15.2. **Estimated Actual Charges.** An estimated actual transportation cost is based on the carrier's actual tariffs. The charge must be directed or approved by DSAA and OASD and will recoup total transportation costs. It appears in the LOA and in the transportation cost lookup table at DFAS-DE. When not covered by the transportation cost look up table or transportation billing for Grant Aid MAP countries, the implementing agency uses an "NX" transaction to report estimated actual transportation charges.

6.15.3. **Transportation Cost Lookup Table.** DSAA submits approved items (low-density, high-value) and their associated transportation cost estimates by DTC to

DFAS-DE for entry on the transportation cost lookup table. DFAS maintains the transportation cost lookup table in the Defense Integrated Financial System (DIFS). When these items are reported on the DD-COMP(M)1517 report, the transportation cost estimate in the lookup table is charged to the FMS purchaser. To keep the table current, inland transportation, port loading, transocean (sealift and airlift), and port unloading cost for each item are submitted annually by HQ AFMC/LGTT to SAF/IAXM. These transportation cost elements as well as recommended new items for the table are provided to DSAA who revises the table as of 1 October. Adjustments required throughout the year to the established table charges are submitted to DSAA through SAF/IAXM for immediate revision to the table.

6.15.4. **Transportation Service as an LOA Line Item.** Transportation services will be provided as a line item on the LOA when special materiel characteristics, volume, size, or weight of the articles to be moved requires dedicated airlift (special assignment airlift) or special sealift arrangements.

6.15.4.1. When HQ AMC provides transportation, Air Mobility Command, Financial Services Squadron, Financial Management, Budget, DBOF Transportation Division (AMC FSS/FMBT), 402 Scott Drive, Unit 1K, Scott AFB, Illinois 62225 will determine the actual airlift costs, using the FMS rates and actual cargo data. When the estimated actual cost for ferry service is a line item on the LOA, it is computed as an FMS service.

6.15.4.2. Transportation also may be provided as an above-the-line service on a transportation "H" case. An "H" case is also used when airlift is provided for classified materiel purchased by direct commercial sale when the materiel is both classified and explosive. ADUSD/TP, JCS or DSAA directs the airlift of non-security assistance materiel chargeable to an FMS case.

6.15.5. **Transportation Charges for Specified Grant Aid MAP Countries.**

6.15.5.1. For defined LOA line values under \$50,000 and blanket order cases/lines regardless of line value, compute transportation charges for LOA using the correct percentage for the assigned DTC.

6.15.5.2. For defined LOA line/subline values \$50,000 and over:

- Case Manager determines method of movement depending on priority of movement and availability of transportation.
- Case Manager requests LOAD (estimated actual transportation costs) for CONUS inland, port loading, and transocean movement. Oversea port handling and overseas inland transportation costs are added if dictated by the DTC and method of movement.
- Estimated actual transportation costs for each segment (CONUS inland, port loading, transocean, overseas port unloading and inland transportation)

are shown separately for each line in a paragraph of the supplemental condition "US Government Furnished Transportation."

- Total transportation costs (including both accessorial and estimated actual) are shown in LOA block 11.
- TBC "L" is reported in cc 59, DD-COMP(M)1517 report.
- DFAS-DE will bill the country the estimated actual cost of transportation shown in the separate paragraph that was added to the supplemental condition.

**6.16. Loading and Unloading Foreign-Owned or Controlled Aircraft at US Air Force Bases.** The loading or unloading of foreign country-owned or -controlled aircraft will be charged directly to the foreign government, using procedures for international accounts receivable in DoD Regulation 7000.14R, Appendix E (formerly AFR 170-3). The air terminal activity that performs the loading/unloading service submits an invoice to the base Financial Management Office, citing the costs based on the per ton rate in AFR 76-28, *Non-US Government Rate Tariffs*, July 1975

## Chapter 7

### SPECIAL PROGRAMS AND ACTIVITIES

**7.1. Command Levy.** A Command Levy is a diversion of assets from an operational US Air Force command to support an FMS agreement with replacement (generally) to the US Air Force unit. A Command Levy is a last resort and must not be used as a source of supply. Command Levy may be requested when all of the following apply:

- The materiel and services are mission essential. Mission essential is defined as materiel and services required to achieve the minimum operating capability of the system. The System Program Director (SPD), prime contractors, and operating commands determine the materiel and services needed for minimum operating capability.
- The materiel and services will not be available to meet the activation need date of the FMS agreement. The activation need date is the date of first system delivery in-country or to another HQ US Air Force approved operational site.
- The actions in paragraph 7.1.2. have been considered.
- Command Levy is the only alternative.

**7.1.1. Approval for Command Levy.** The Director, DSAA, must approve diversions except for moving articles from one user to another or for accelerating deliveries using the procedure below. All situations having an adverse impact on the US Air Force combat readiness require congressional notification through DSAA.

**7.1.2. AFMC Responsibilities.** The SPD, Security Assistance Program Manager (SAPM), and AFSAC Country or Case Managers must ensure the delivery of the required spares and support equipment and services in a timely manner using normal requisitioning and procurement procedures. This effort should include continual review of program data (specifically mission essential materiel delivery schedules) to identify potential problem areas. If normal requisitioning and procurement

procedures are not sufficient to deliver the required materiel on time, the following exceptional procedures should be considered:

- Work-around procedures.
- Accelerated procurement with premium funds.
- Sole source procurement.
- Accelerated delivery of on-order country materiel with premium funds.
- Inventory manager (IM) query of US Air Force activities to determine excess assets that may be redistributed.
- Leasing from a US Air Force activity or a commercial source. (If from US Air Force, materiel is available without harm to the mission.)
- Redistribution of on-hand and on-order US Air Force wholesale stocks, if this will not adversely affect the US Air Force or other programmed requirements.
- Diversion of other FMS country's on-order stocks, with their permission or with DSAA concurrence (AFM 67-1, Volume IX, Chapter 2, Section C).
- Redistribution of FMS country-owned materiel as a result of previous sales.
- Direct commercial purchase by the FMS country.
- AMARC and base closures considered as a source of supply.

**7.1.3. Command Levy Procedures.** *NOTE:* Timeframes are the minimum to ensure timely delivery. These timeframes may be compressed to meet high priority, time sensitive US Government commitments.

**7.1.3.1.** The SAPM will identify potential Command Levy candidates in a critical item tracking list as part of the FMS Management Plan and update the candidates quarterly.

**7.1.3.2.** The SAPM will get the SPD's endorsement and send the list of potential Command Levy candidates to the applicable MAJCOM/LG for assessment, 180 days before the activation need date. Information copies should be

sent to HQ USAF/LGMM/LGMS/LGMY; SAF/IA; HQ AFMC/IA; HQ Air Force Materiel Command, Product and Materiel Group Division (HQ AFMC/XRC), 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB, Ohio 45433-5006; and the appropriate SAF/IA and AFSAC regional divisions.

7.1.3.3. Within 30 days, the MAJCOM/LG will respond to the SAPM (with information copies as indicated in paragraph 7.1.3.2) with their concurrence or nonconcurrence on the proposed Command Levy. If the US Air Force concurs with the diversion, the following information must also be provided:

- The suggested locations from which to take the assets, and the quantity and condition of the materiel if HQ US Air Force approves the Command Levy.
- The effect of the Command Levy on the unit's ability to perform its mission (i.e., its ability to generate sorties and on its mission capability rate).

7.1.3.4. The SAPM will send the request for Command Levy to AFSAC CCM and HQ AFMC/XRC, to arrive not later than 120 calendar days before activation need date. The request must be signed by the SPD and contain the following information: (If any of the information cannot be determined, the SAPM will supply a best estimate and identify it as such).

- National Stock Number (NSN), name, and requisition document number (part number and support equipment recommendation data (SERD) number, if known.)
- The minimum quantity required.
- The activation need date.
- Prior actions taken to improve delivery.
- Justification for the Command Levy in terms of the country's initial operational capability with the purchased system.
- The MAJCOM's concurrence or nonconcurrence and the effect the Command Levy will have on their capability to perform their mission.
- The location, quantity, and condition of potential Command Levy materiel.
- The materiel replacement date.
- The current estimated shipping date (ESD) of the FMS materiel on order.

7.1.3.5. AFSAC CCM and HQ AFMC/XRC must return the request, with their coordination, to the SAPM/SPD within 30 days. The SAPM will then send the coordinated request, signed by the SPD, to SAF/IA with an information copy to HQ AFMC/IA, HQ AFMC/XRC, and AFSAC CCM to arrive not later than 90 days prior to the activation need date with a recommendation for approval or disapproval.

7.1.3.6. SAF/IA, in coordination with HQ USAF/LGMM/LGMY, will approve or disapprove the Command Levy request 60 calendar days before the activation need date and will notify the SAPM/SPD, AFSAC CCM, HQ AFMC/IA/XRC, and the applicable

MAJCOMs. SAF/IA will return disapproved Command Levy requests stating the reasons for disapproval.

7.1.3.7. Upon notification of approval, the SAPM will provide the MAJCOM and unit with the following shipping instructions:

- The appropriate ship-to addresses, both freight forwarder and in-country.
- Instructions on how to ship the materiel. Normally a CCBL is used. If a GBL is used, the SAPM will provide the proper transportation fund cite and transportation costs are charged to the FMS case.
- Instructions that PC&H costs incurred should be billed to the country's case.
- Instructions to provide the shipping information (date, mode, carrier) to the SAPM and AFSAC manager.

7.1.3.8. Not later than 30 calendar days after receiving the shipping information from the SAPM, the owning activity will ship the materiel and provide shipping information to the SAPM and AFSAC CCM. The shipping information will be filed by the SAPM/SPD for case management and possible audit purposes. Security Assistance Management Information System (SAMIS) narrative capability will be used to identify Command Levy items and document the process.

7.1.3.9. HQ AIA, NSA, and HQ USAF/SCXX must approve the Command Levy of any Information Security (INFOSEC) items.

7.1.4. **Transportation Costs.** First destination transportation costs are included in the cost of the item. The country will be required to pay any costs for transportation beyond the first destination. Items identified for Command Levy that are at an operational base in the CONUS will be considered at their first destination regardless of previous shipping history. For items levied from outside the CONUS, the customer country will also pay for the prepositioning costs associated with getting those items to the overseas base. Transportation costs for the replacement items, those included in the cost of the item and prepositioning costs, will be charged to the FMS case.

7.1.5. **Replacement of Command Levied Materiel.** Levied items will be replaced in the most expeditious means available. The preferred method is to deliver the materiel directly to the US Air Force base. The SAPM will monitor the process to ensure proper delivery and reporting occurs.

7.1.5.1. Extended pay back dates or changing circumstances may dictate other pay back procedures. In these circumstances, the item manager, in coordination with the US Air Force base and the SPD, will determine the appropriate method of pay back. Under the stock funding of reparable concept, delivery of the materiel to the depot for re-requisitioning by the base will not be appropriate.

7.1.5.2. The supporting MAJCOM/LG will report open Command Levy pay backs to SAF/IA quarterly until all items are replaced or their status is otherwise closed.

**7.2. Defense Attaché System (DAS) Support.** SAF/IA supervises the US Air Force participation in the DAS and approves all Air Force personnel nominated for attaché duty. AFOAA manages the US Air Force attaché program and is the US Air Force focal point for all DoD, JCS, DIA, and Air Staff matters involving US Air Force interests in the DAS. AFOAA will:

- Review, evaluate, and process US Air Force personnel assigned to DIA for attaché duty and ensure all nominees meet the prerequisites for attaché duty as outlined in AFI 36-2110, *Assignments*, (formerly AFR 36-20 and AFR 39-11).
- Coordinate and monitor US Air Force logistic, administrative (including specialized training support) and other assistance provided to US Air Force personnel assigned to the DAS.

**7.3. Drawdowns Under Foreign Assistance Act (FAA), Section 506(A).** The FAA, section 506(A) authorizes special authority for the drawdown of articles from stock and noncontractual services and training from DoD resources up to \$75,000,000 per fiscal year if:

- An emergency exists requiring immediate military assistance; and
- The emergency requirement cannot be met under the Arms Export Control Act or any other law.

7.3.1. This section of the law does not authorize new procurement or contracting in order to provide or replace the materiel, services, or training. It does not provide funds or contract authority.

7.3.2. The Department of State initiates the Presidential Determination (PD) and sends it to DSAA/OPS. DSAA/OPS receives the PD, formulates a program plan, obtains cost estimates, and initiates an implementing message to the MILDEPs providing:

- Drawdown directions
- Overall authorization
- Line item authorizations
- Project directive numbers
- Reporting requirements

7.3.3. DSAA/OPS will monitor the program plan and advise the MILDEPs of additional drawdown requirements and authorized revisions. DSAA/OPS will use the country's requirements to determine line item categories.

7.3.4. DSAA/COMPT-FMD maintains official accounting and reporting responsibilities and establishes project directives in the DSAA 1000 system. They also provide the MILDEPs with a block of Record Control Numbers (RCNs) to be used for each country and in-country destination. DSAA/COMPT-FMD monitors

project directive ceilings and consolidates RCS reports for monthly submittal to Congress.

7.3.5. SAF/IA receives the Execute Order from DSAA and issues a US Air Force 506(A) Execute Order message using the format in Attachment 30. SAF/IA requests project codes if not provided by DSAA and tasks AFSAC to establish the RCNs in the Security Assistance Management Information System (SAMIS). The Air Force Security Assistance Center, Process and Operations Systems Management Directorate (AFSAC/XM) will maintain a case or RCN register and issue case identifiers and RCNs to the Case Managers for all US Air Force actions. Case designators will be in the "U" series and RCNs in the AM00-AW99 series. AFSAC/XM will input all US Air Force RCN actions into the DSAA 1000 system.

7.3.6. AFSAC will input requisitions for drawdown of articles from stock in accordance with DSAA and SAF/IA instructions. Requisitions will be processed as programmed, on a "fill or kill" basis, except that the Country/Case Manager will manually process priority 01-03 requisitions with the inventory management specialist (IMS). AFSAC/XMP controls funding, accounting, and financial reporting.

7.3.7. Articles furnished under Section 506(A) are considered Military Assistance Program (MAP)-provided materiel. When these assets become excess to the country's requirements, they are treated as MAP redistributable property and may be reported as excess to country requirements according to AFM 67-1, Volume IX. The cost of redistributed items are still charged against the country's ceiling and the applicable appropriation is not credited for returned or redistributed items.

7.3.8. All costs incurred for noncontractual services, as well as supplies used to support a Section 506 drawdown, are to be identified against a US Air Force Emergency and Special Program (ESP) code for future reimbursement. SAF/FMBIS assigns the ESP code. Each performing agency must establish open accounts receivables for incurred costs against the assigned ESP code.

**7.4. Electronic Combat International Security Assistance Program (ECISAP).** The ECISAP is a US Air Force management concept designed to provide FMS and SA customers a single management focal point for the installation and follow-on support of electronic combat (EC) equipment. The ECISAP will be established as a separate MASL line item in a system sale LOA or as an individual LOA. The ECISAP is managed by SAF/IAW with the executive office at Warner-Robins Air Logistics Center, Electronic Warfare Directorate, International (WR-ALC/LNI), 265 Perry St., Robins AFB, GA 21098-1607. WR-ALC/LNI will coordinate ECISAP efforts between WR-ALC; SAF/IA; the US Air Force Air Warfare Center, 36 Engineering Test Squadron (USFAWC/36ETS) 203 West D. Avenue, Suite 400,

Eglin AFB, FL 32542-6867; HQ US Air Force Assistant Chief of Staff Intelligence (HQ USAF/IN), 1700 Air Force Pentagon, Washington DC 20330-1700; HQ ACC/DOSS; Air Force Information Warfare Center (AFIWC), 102 Hall Boulevard, Suite 345, San Antonio, Texas 78243-7038 and other agencies as determined by the LOA. Detailed information on ECISAP is located in the Program Management Plan (PMP) and the Computer Resources Life Cycle Management Plan (CRLCMP).

**7.4.1. EC Equipment.** The terminology electronic combat and electronic warfare (EW) are used interchangeably in this document. There have been several major changes to this terminology. In general, EC or EW is any military action involving the use of the electromagnetic (EM) spectrum and directed energy to control the EM spectrum or to attack the enemy. The three major subdivisions of this function are electronic attack (EA), electronic protection (EP) and electronic warfare support (ES). EA includes EM jamming, EM interference and EM deception systems and directed energy, antiradiation missiles (ARM), lasers, radio frequency and particle beam weapons. EP includes protection of personnel, equipment and facilities via such measures as EM hardening and frequency deconfliction. ES includes identification and location of EM sources for the purpose of immediate threat recognition and use of this information for other actions such as threat avoidance (radar warning receivers and missile warning systems), targeting and homing. ECISAP products currently consist of EA, ES, and integrated EA/ES systems.

**7.4.2. ECISAP Products and Services.** An ECISAP MASL line item or individual LOA will encompass products and services necessary to support an EC equipment sale. These products and services may include the following, depending upon releasability criteria and other conditions of sale:

**7.4.2.1. ECISAP Products.** ECISAP products are those items purchased or created by an ECISAP agency which are deliverable to an international customer as either an end item or incorporated within a deliverable end item. They include:

- EC System including software and technical documentation.
- Support equipment (common and peculiar) including software and technical documentation.
- Intelligence data.

**7.4.2.2. ECISAP Services.** ECISAP services are those functions performed which enable the products described above to be created, procured, delivered, maintained, modified and supported. They include:

- Program management including logistics support, configuration management, production management, item management, funds management, technical management, and facility management.
- Systems engineering including design engineering (including software engineering), sustaining

engineering (including software engineering), technical assistance, intelligence data analysis and assessment, and emergency reprogramming service.

- Training and system familiarization including annual worldwide military reprogramming exercises utilizing the rapid reprogramming capability (SERENE BYTE), monthly communications connectivity checks and quarterly exercises, in-country technical reviews, modifications, and overview of system changes and operational impacts, and in-country mobile training team support.

**7.4.2.3. ECISAP Benefits.** These benefits include:

- US Air Force information systems and experience data, such as the Material Improvement Program (MIP) and the Material Deficiency Report (MDR) program.
- US Air Force software technology, rapid reprogramming process and cyclic software updates and enhancements.
- US Air Force improvements in maintenance practices or overhaul instructions.
- US Government intelligence support.

**7.4.3. ECISAP Membership.** ECISAP membership is encouraged for initial sale of US Air Force reprogrammable EC systems. There are two types of membership available to security assistance and FMS countries: full service and hardware only. A full service membership encompasses total system support, both hardware and software, to provide optimum performance of the applicable electronic combat system. The hardware only service provides continuing technical support, hardware modification management, and engineering services for problem resolution to customers who do not require software.

**7.4.4. Nonparticipation in ECISAP.** ECISAP products and services will not be made available to international customers who are eligible to become ECISAP members and elect not to join. Only in the case of safety of flight or personnel safety hazard will the ECISAP non-participant be notified and given access to procure an EC system modification.

**7.4.5. ECISAP Budget and Associated Charges.** ECISAP organizations will develop and follow financial management plans that discuss annual budgets, determine buy-in and additive charges to new customers, and assess all charges for products and services to ECISAP members. Annual budgets will include costs incurred for facilities operation and for the investment in facilities/equipment. A copy of each ECISAP organization's financial management plan and annual budget will be submitted for review to SAF/IAW. No expenditure of US Air Force appropriated funds is allowed. A manpower engineering team will review ECISAP positions annually and forward a copy of the annual report to SAF/IAW. SAF/IAW will provide a copy to SAF/IAW.

**7.4.5.1. ECISAP Initial Customer Charges.** For new ECISAP customers or for existing ECISAP customers

purchasing new types of EC equipment, the level of initial support is determined by the type of EC equipment purchased. The impact of an additional customer on the current loading of resources in supporting current ECISAP systems, training requirements and releasability criteria will determine costs.

**7.4.5.2. ECISAP Front-End Capitalization Fee.** As new systems are added to ECISAP, costs are incurred to develop the capability to support the new system. The initial customer for whom the support capability is developed is charged for the development expense. When subsequent customers desire support of the same system and are supported from the previously developed facility, they must reimburse the initial investor a share of that initial investment. This charge is referred to as the front-end capitalization fee. The goal is for each participant in the facility to pay an equal share of the facility development cost. Shares are assessed and billed as the FMS and/or security assistance customer's initial support case is implemented to the ECISAP.

**7.4.5.3. ECISAP Additive Charge.** If additional facilities and equipment are needed to support the new international customer's requirements or to support new requirements by a current ECISAP customer, an additive charge is assessed. All ECISAP facilities are fully supported by the ECISAP budget.

**7.4.5.4. ECISAP Initial Services Charges.** The initial development and/or procurement of hardware and/or software for an EC system and its related technical data, inventory management, spares definitization and provisioning, training, support equipment, site surveys and any other country specific efforts are examples of the types of initial services which may be assessed and charged to the initial or new ECISAP member.

**7.4.5.5. ECISAP Follow-On Support Charges.** Follow-on support includes maintenance of software modules, enhancements to threat data software tables, contingency operations and emergency reprogramming, technical services, management of repair/return contracts and any other efforts that benefit only the program covered by a particular case. Included in the cost of all these efforts is the cost of maintaining the facilities that support these functions.

**7.4.5.6. ECISAP Software Support Services Charges.** Follow-on support for a reprogrammable EC system consists predominantly of modifying software modules to incorporate changes to threat data, correcting software errors, implementing FMS or security assistance customer operational change requests and incorporating US Air Force improvements (when releasable). This work is accomplished on a cyclic basis due to extensive changes and expanded information available on various EC system threats provided by US Air Force intelligence agencies. These cyclic updates are referred to as Block Cycle updates. The complexity of the software changes determines the total Block Cycle schedule and delivery

date. A detailed discussion of software support is provided in following sections.

**7.4.5.7. ECISAP Service Charges.** Service charges are based on actual man-hours expended for services. Actual man-hours expended are determined by a man-hour accounting system. Pro-rata charges based on the number of installed EC systems will not be assessed. All services are to be fully supported by the ECISAP budget; no expenditure of US Air Force appropriated funds is allowed.

**7.4.6. Releasability.** ECISAP organizations and regional offices will coordinate with SAF/IAW to ensure compliance with SAF/IAD release policy before the LOA presentation. WR-ALC/LNI and USAFAWC/36ETS will coordinate with appropriate disclosure authority, i.e., local Foreign Disclosure Office (FDO), on all restrictions regarding the release of any technology or information to security assistance or FMS customers. The Delegation of Disclosure Letter (DDL) provided by SAF/IAD will be consulted before releasing any engineering change proposals (ECPs), modifications, or other data to a security assistance or FMS customer. A proposal of release beyond an existing DDL is sent through disclosure channels to SAF/IAD for resolution. The release of ECISAP software updates will be staffed by HQ US Air Force, Deputy Chief of Staff for Plans and Operations, Directorate of Forces, Electronic Combat Division (HQ USAF/XOFE) through HQ USAF/IN and SAF/IA.

**7.4.7. Security.** ECISAP facilities are configured to receive, store, analyze, process, and issue up to SECRET data. A security document peculiar to each member's country or system is distributed to the applicable agency within each country. It provides a basis for evaluating the degree of protection necessary to safeguard classified information pertaining to these systems. Users of the security document must understand that each document or material must be classified based on its own merit, consistent with DoD 5200.1-R/AFI 10-1101, *Operations Security (OPSEC) Instructions*, May 1994, and each country's applicable security document.

**7.4.8. ECISAP Objectives.** The ECISAP serves as the single focal point of initial (pre-aircraft delivery) and follow-on (post-aircraft delivery) support of FMS and security assistance electronic combat systems. Program objectives include:

**7.4.8.1. System Changes.** Identify and develop change requirements for hardware and software deficiencies and enhancements. The ECISAP will manage, from inception to final resolution, all FMS and security assistance customer generated MDRs, software problem reports (SPR), and operational change requests (OCRs). US Air Force releasable changes that apply to FMS and security assistance systems will be sent to the potential user for review, approval, and funding. The ECISAP will ensure that member countries are notified of releasability and applicability.

**7.4.8.2. System Software Support.** ECISAP provides software support for all FMS and security assistance electronic combat systems. This software support includes Operational Flight Program (OFP), Mission Data (MD) or threat data, support tool software and selected maintenance equipment software. The ECISAP will provide periodic updates to this software incorporating OCRs, SPRs, and other releasable upgrades which are received by a formalized freeze date and approved by a Technical Coordination Meeting (TCM). The ECISAP will provide changes to the above software through their rapid reprogramming capability during contingencies.

**7.4.8.2.1.** The responsible ECISAP organization (WR-ALC/LNI or USAFAWC36ETS) develops Mission Data Files, either through source code manipulation or with a MD editor/generator, and produces MD object code compatible with members' OFPs. All MD and OFP sets are combined and tested for proper operation, and subjected to an independent software quality assurance test before release. All software to be installed in integrated ES/EA systems is similarly tested in an integrated configuration (usually on an Integrated Support Station) before release.

**7.4.8.2.2.** The responsible ECISAP organization (WR-ALC/LNI and/or USAFAWC/36ETS) develops and ships Country Standard Technical Orders (CSTOs) and/or manuals reflecting the country peculiar data in support of MD, OFP and support equipment software. During contingencies, these products may be transmitted electronically to those countries with appropriate communications equipment.

**7.4.8.3. Technical Services.** The ECISAP will provide analysis and technical assistance to member countries. The same services will be provided to nonmember countries on a case-by-case basis when requested through SAF/IA and funded by a technical services case.

**7.4.8.4. Country Standard Technical Orders (CSTOs).** The ECISAP will maintain CSTOs for each EC system and support equipment configuration supported by the program.

**7.4.8.5. Configuration Management.** The responsible ECISAP organization will maintain configuration management of the products provided to an ECISAP customer.

**7.4.8.6. Kitproofing.** ECISAP provides kitproofing of software updates. In-country kitproofing verifies that the software update operates properly in the country. Equipment specialists and engineering personnel from WR-ALC/LNI and/or USAFAWC/36ETS conduct the in-country kitproofing to ensure the country has a complete understanding of changes and its implementation is accurate and consistent. Technical data, technical orders, and other documentation are verified.

**7.4.8.7. Changes.** Reported deficiencies (MDRs, OCRs, or SPRs) by the country or US Air Force create a need for technical change requirements to the EC system. The

country Operational/Support Configuration Management Procedure (O/S CMP) or the Computer Resources Life Cycle Management Plan (CRLCMP) outlines how applicable changes will be implemented. A screening panel, consisting of ECISAP engineers, the system logistics manager, the system equipment specialist, and when permitted, the country EC representative, convenes a TCM to establish the total planning of a system software update. The screening panel will review all deficiencies for priority, applicability, and feasibility of inclusion in the current software update cycle or block cycle. On acceptance, the panel presents the total update package, with cost and schedule, to gain approval before beginning the engineering task.

**7.4.8.8. ECISAP Reviews.** Because the nature of EC system discussions generally are classified and country confidentiality is a prime goal, reviews normally will consist of specific country-to-ECISAP dialogue. TCMs concerning country programs will be held at Robins AFB, Georgia, and in-country during kitproofing visit. These TCMs provide opportunities for specific system reviews and when used with PMRs, SAMRs, etc., allow the desired ECISAP-country interface.

#### **7.4.9. ECISAP Responsibilities.**

**7.4.9.1.** HQ USAF/IN serves as the focal point for emitter data. Threat data requests are reviewed by HQ USAF/IN and passed to the appropriate US Government agency. The resulting database is provided to the ECISAP organizations to support software development.

**7.4.9.2.** WR-ALC/LNI and USAFAWC/36ETS provide MD code for FMS and security assistance EC systems. This code is based on inputs from the customer and from US intel, operational, test and support agencies. WR-ALC/LNI also provides corresponding OFP, support tool software, support equipment software and documentation to the ECISAP member.

### **7.5. International Engine Management Program (IEMP).**

The IEMP is a US Air Force management program. The IEMP's purpose is to manage or monitor engine follow-on logistics and engineering technical services. It only applies to US Air Force managed engines and to security assistance countries that choose to participate in the program. The IEMP:

- Is the single point of contact for all engine related actions.
- Acts as an intermediary between the member country and US Air Force agencies for follow-on engine related logistics support. Each IEMP member benefits from the experiences of users worldwide through the US Government Component Improvement Program (CIP) and security assistance dedicated follow-on support management.

#### **7.5.1. General IEMP Information.**

**7.5.1.1.** The purchase price of an engine does not include IEMP costs. IEMP cost is for the management of follow-

on technical and engineering services and logistics support. Therefore, IEMP members must pay on a shared basis, depending on the number of engines the member possesses as of 1 January of the program year.

7.5.1.2. Potential security assistance customers do not have to take part in the IEMP to purchase engines. However, if they decide to take part at a later time, they may be required to pay both recurring and nonrecurring recoupment costs (NRC) for the applicable engineering changes they decide to incorporate.

7.5.1.3. CIP benefits are available only to IEMP participants. US Government CIP information will not be available to countries that purchase engines through a direct commercial sale unless they take part in the IEMP or arrange directly with the prime contractor to take part in the CIP.

7.5.1.4. Since the IEMP is a follow-on logistics and engineering support program, it is applicable to engines upon delivery to country.

7.5.1.5. To ensure smooth transition from acquisition to follow-on support, countries are encouraged to join the IEMP prior to consignment of engine management from the Aeronautical Systems Center (ASC) to the ALC.

7.5.2. **IEMP Management.** The IEMP is a SAF/IA program, delegated to AFSAC for implementation and execution. The IEMP consists of organic services and CIP contract services to support engines. SAF/IAW establishes policy and provides program direction and oversight including final approval for forming, revising, and disbanding program groups; defining the scope of each program; conducting annual program reviews; and acting as observer at worldwide reviews. Each International Engine Management Group (IEMG) is responsible for program performance and financial management. SAF/IAW will approve the establishment and organizational structure of each IEMG. IEMGs are located at San Antonio ALC and Oklahoma City ALC. Each IEMG is responsible for those engines managed by the respective ALCs. Requests for waivers or deviations to the following procedures should be sent, in writing, to SAF/IAW.

7.5.2.1. **Internal Services.** The IEMGs are organic elements of AFMC and are authorized to interact administratively and technically with all divisions within HQ AFMC, the ALCs, ASC, AFSAC, and applicable engine contractors.

7.5.2.2. **CIP Contract Services.** The US Air Force CIP manager manages the CIP on behalf of the System Support Manager (SSM) or the Development Support Manager (DSM) for aircraft engines owned by both US Air Force and FMS countries. The CIP funds follow-on engineering efforts to improve engine reliability, maintainability, and serviceability (improved parts, maintenance techniques, increased inspection intervals, modifications, etc.).

7.5.2.3. **Other Services.** The IEMG manages the CIP for proven aircraft engines owned only by security assistance countries for proven systems. The SSM provides contract administration services.

#### 7.5.3. **IEMG Organization.**

7.5.3.1. Because the IEMG is funded by FMS members, the IEMG will be readily identifiable, both by name and function, within the ALC organizational structure. The IEMG is a separate branch-level organization dedicated exclusively to the service of IEMG FMS customers. Each IEMG has a dedicated manager, known as the IEMG chief, who controls and supervises the IEMG staff and is responsible for office equipment, resources, and supplies purchased with FMS case funds. The IEMG staff is comprised of logistical, technical, and clerical personnel. The IEMG assists ALC offices in accountability for financial and program management to ensure country dedicated service and visibility to member countries.

7.5.3.2. The IEMG has authority to directly interface with other ALC branches and appropriate engine managers. At the ALC level, the IEMG chief is responsible for the management of FMS case funds.

7.5.3.3. The IEMG chief is responsible for management of case funds allocated to the IEMG. Only personnel assigned to the IEMG, or certified by the IEMG chief as directly technically augmenting the IEMG, are authorized to use line item case funds. Under no circumstances will any costs relating to the IEMG be borne by the US Government.

7.5.3.4. Although IEMGs are located at ALCs, in the interest of providing rapid response to the customer, direct communications between the IEMG and SAF/IAW and countries that belong to the IEMG is approved. AFSAC will be apprised through information copies of applicable correspondence.

7.5.3.5. SAF/IAW will review each IEMG at least annually. Periodic reports will be requested if required. In addition, major issues (e.g., security assistance fleet groundings, etc.) will be reported to SAF/IAW as soon as they occur with updates every thirty days until the issue is resolved.

7.5.4. **IEMP Functions.** The IEMG is the security assistance member's single point of contact for technical and logistical follow-on support, including the SSM/DSM managed CIP. The IEMG monitors logistics support and takes action to correct problems. The IEMG will ensure country requests, for which the IEMG is not OPR, are sent to the proper OPR for action. The OPR will provide the IEMG with interim status and closing action. For example, the country technical order distribution office (TODO) will send TO distribution or status inquiries to the Oklahoma City Air Logistics Center, Security Assistance Technical Order Data Systems Section, Logistics Support Division (OC-ALC/TILUF), 7851 2nd Street, Suite 213, Midwest City, Oklahoma 73145-9417

according to TO 00-5-19, *Security Assistance Technical Order Program (Technical Manual)*, September 15, 1990.

#### 7.5.4.1. **Engine CIP.**

7.5.4.1.1. The purpose of the CIP is to improve reliability, maintainability, and serviceability. The CIP is not intended to expand the basic engine performance (e.g., thrust beyond engine specifications). CIPs are peculiar to engine type.

7.5.4.1.2. CIP initiatives are contracted to the prime engine manufacturer. The SSM/DSM determines and approves program funding requirements each year. The SSM/DSM also approves or disapproves each engine CIP contract. The major advantage of the CIP to the security assistance customer is that, through contributing a fair share of the total cost of a CIP, each participating member realizes the benefits of the total worldwide experiences of that engine. Security assistance customers fund their membership in each CIP by a line on the IEMG LOA.

7.5.4.1.3. The nature and function of each engine CIP requires the program be conducted on a long-term basis because of continuous improvement requirements. All engine operators benefit from the resultant analyses, testing, user report, etc. CIP participation is recommended for the life of the program or until a country no longer owns the engine.

7.5.4.2. **IEMG.** The IEMG, through the propulsion management staff and the CIP:

7.5.4.2.1. Coordinates and interacts with the applicable offices in HQ AFMC, ASC, and the ALCs and AFSAC to support its members.

7.5.4.2.2. Manages the security assistance portion of the CIP program and coordinates all security assistance CIP actions between the member country and CIP manager.

7.5.4.2.3. Coordinates the development of follow-on logistics support requirements designed for each member's needs with other US Air Force activities.

7.5.4.2.4. Provides a full range of AFMC support services to members.

7.5.4.2.5. Provides a mechanism to allow the exchange of information between the US Government and members. This includes exchanging analyses and test results. Information release depends on US Government and purchaser country policy.

7.5.4.2.6. Resolves engine support problems reported to the IEMG. The IEMG and AFSAC determine current status of critical item requisitions and, if possible, start action to expedite delivery. Deficiency Reports (DR) are processed through the IEMG to ensure response and time compliance.

7.5.4.2.7. Receives requests for TO revisions and improvement reports on behalf of member countries.

7.5.4.2.8. Assists the countries in developing Country Standard Technical Orders (CSTOs) as required.

7.5.4.2.9. Maintains the status of each member's case money and bills the applicable case for all IEMG lines of the LOA. The AFSAC geographic manager provides

status and balance of case money during periodic reviews or when requested by the member or the IEMG.

7.5.4.2.10. Provides estimated logistics costs to support member's needs.

7.5.4.2.11. Recommends inventory levels and determines maintenance actions and inspection intervals for items at the country's request by coordinating with the engine manager.

7.5.4.2.12. Notifies members about safety problems. The IEMG ensures that each program member has a current address to report safety hazards or other problems.

7.5.4.2.13. When requested and member funded, assists members in their mishap investigations and reporting. At the end of the investigation, the IEMG will assist the accident investigation team in analyzing the data, in determining the most probable cause of the mishap, and in making recommendations to correct the problem. The IEMG will ensure proper reports are provided. When a modification is required, the IEMG will provide estimates of the cost based on initial design criteria.

7.5.4.2.14. Resolves flight safety problems.

7.5.4.2.15. Investigates, analyzes, and resolves service-revealed difficulties or problems reported by the engine user. Problems may be identified by DR, accident and incident reports, reports to contractor representatives, reports from Weapon System Logistics Officers (WSLO) or other US Air Force personnel, written or oral reports through the IEMG chief, or written or oral reports given at engine reviews.

7.5.4.2.16. Ensures that the engine will perform to the engine model specifications.

7.5.4.2.17. Attempts to increase time between inspection and overhaul intervals.

7.5.4.2.18. Attempts to improve engine maintainability, durability, and reliability.

7.5.4.2.19. Attempts to improve engine parts.

7.5.4.2.20. Ensures engineering integrity of needed modifications.

7.5.4.2.21. Attempts to reduce logistics costs.

7.5.4.2.22. Develops new or improved maintenance procedures and techniques. The IEMG will, at members' request, help to develop maintenance management programs.

7.5.4.2.23. Provides information for TO revisions.

7.5.4.2.24. Ensures, when appropriate, engineering of new support equipment for new parts, accessories, or maintenance and inspection functions.

7.5.4.2.25. Provides technical information that pertains to the above functions.

7.5.4.3. **Functions Not Provided.** The IEMP does not provide:

- Increased basic engine performance beyond that found in the engine model specification (for example, thrust, specific fuel consumption, and weight).

- Labor beyond that necessary for CIP service evaluation testing, unless specifically funded by the LOA.
- Engineering support for the engine production process.
- Data necessary for the manufacture of engines or changes to them.
- Training requirements. Requests for training should be made to AFSAT, 2021 1st Drive West, Randolph AFB, Texas 78150-4302.
- Routine requisition follow-up. AFSAC provides requisition follow-up.
- CIP data for non-IEMP members.
- TO distribution or TO status information. A foreign customer's request for TO status information should be sent to the OC-ALC/TILUF, TO publications case line manager.
- Configuration control. It is the purchaser's responsibility to manage configuration of its engines.

#### 7.5.5. **Engineering Project and Proposal Process.**

When a reported engine problem needs to be corrected, the contractor prepares an Engineering Project Description (EPD). The EPD must include a brief description of the problem and a general description of proposed corrective measures.

7.5.5.1. The CIP manager will review the contractor's EPDs and approve the engineering work needed to prepare the Engineering Change Proposal (ECP). The IEMG will inform program members of releasable EPDs and ECPs. Program members should send their comments and recommendations for EPDs and ECPs to the applicable IEMG. The SSM/DSM approves all ECPs except those ECPs that are member-unique. If requested, the SSM/DSM reviews member-unique ECPs and provides technical approval and recommendations to members through the IEMG.

7.5.5.2. The engine CIP can address purchaser-unique problems. However, depending on the scope and complexity involved, the resolution of country-peculiar problems and accomplishment of resultant ECPs may require a separate LOA to solve the member's special problems and to complete unique ECPs.

7.5.5.3. Program members who benefit from an ECP purchased by another program member must share the ECP and unique development costs.

7.5.5.4. If a member requests the development of an ECP, the IEMG will determine if the change applies to other members and if so, will encourage the development of the ECP on a cost-sharing basis. Members who reject a proposed ECP but later ask for the completed ECP will be charged a fair share of the ECP development cost. The program manager will inform the Line Manager of any processing adjustments to the affected LOAs. The intent of this procedure is to credit or debit funds to those members who originally paid for the ECP development.

7.5.5.5. Program members can review ECPs for their acceptance after the SSM/DSM approves the CIP ECP and the IEMG releases the ECP to program members. US Air Force published TCTOs are issued for retrofit ECPs that are accepted for use in US Air Force engines, and routine changes are issued for attrition ECPs that are accepted for use in US Air Force engines. Program members who accept an ECP and provide separate spares funding may benefit from reduced acquisition costs as a result of consolidated procurement. As a rule, the US Air Force does not stock parts to support engine changes that are not accepted for use in US Air Force engines.

#### 7.5.6. **Technology Restrictions and Foreign Disclosure.**

The IEMG will coordinate with the Foreign Disclosure Office (FDO) if technology restrictions are applicable to advanced engines, engineering change proposals or modifications. The FDO will check the delegation of disclosure authority letter and other releasability guidelines. If no guideline or letter exists, a request for determination should be processed through HQ Air Force Materiel Command, Office of International Affairs, Operations Branch (HQ AFMC/IAO), 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB, Ohio 45433-5006. SAF/IAD will make final determination on all IEMG disclosure issues when requested by AFMC.

7.5.7. **IEMP Reviews.** There are several types of reviews: individual in-country reviews, group/regional reviews outside CONUS, and within CONUS reviews. The review agenda will include a review of projects and their results, financial status, common technical problems and goals, and ways of improving the program.

7.5.7.1. Regional reviews are multinational reviews that are combined at one location outside CONUS. The advantages of regional reviews are reduced travel time and reduced costs. These reviews are coordinated among members and the IEMG. Member countries must request the review. Funding for US Air Force participation is provided by the respective members through a line in the IEMG LOA or by a separate LOA. Regional reviews take the place of individual in-country reviews but are not intended to fulfill the requirement for CONUS reviews which are more extensive.

7.5.7.2. CONUS reviews will occur on an as required basis. The SSM/DSM CIP manager will host the review. All members are invited to attend US Government sponsored CIP reviews. Security assistance members are responsible for their own travel costs which cannot be included in the LOA.

7.5.7.3. Individual country reviews are held in a member's country when requested. In-country reviews are encouraged because they provide crossfeed of information at the working level. US Air Force participation is funded by a line in the IEMG LOA or by a separate LOA.

7.5.8. **FMS Cases for IEMP.** Security assistance customers acquire engines and services through LOAs. For engines that are in the research, development, test and

evaluation (RDT&E) phase, participation in the CIP will be a condition of the sale. CIP is a line item on the LOA under an "S" case. AFMC/ASC will develop the LOA. Members can comment on ECPs or similar program items; however, the DSM approves all ECPs. For engines where consignment to the ALC has occurred, participation in the IEMP is encouraged. If a customer chooses to take part in the IEMP, the LOA should be processed as a "G" case. AFSAC prepares and implements the LOA. Members can comment on ECPs or similar program items; however, the SSM approves all ECPs.

7.5.8.1. AFSAC will request the LOAD from the IEMG no later than 7 months before the start of the specific program period (US calendar year). AFSAC will in turn prepare a new LOA for current members applicable to follow-on cases upon receipt of LOAD. The customer must accept the LOA no later than 2 months before the beginning date of IEMP program year. This action is necessary to allow time to obtain funding for CIP contracts. IEMP LOAs will be structured so that case implementations commence on 1 January and expire on 31 December to the greatest extent possible. Timely acceptance and implementation is critical to maintain an equitable cost sharing relationship among IEMP members and to ensure uninterrupted support.

7.5.8.2. LOAs will include a statement telling each member that they are responsible for travel and per diem expenses necessary for their representatives to be at CONUS, regional, or in-country IEMP reviews.

7.5.8.3. Supplemental conditions in IEMP LOAs explain the services available to the customer under the IEMP, as well as stating the US Air Force and member responsibilities. These conditions will also state any special requirements of the member.

7.5.8.4. LOAs will have the following lines:

- Line 001: CIP - Contractor Services
- Line 002: Internal Services - IEMG salaries, benefits, supplies, equipment, CONUS travel, etc.
- Line 003: Studies and Surveys - Funds for IEMG personnel travel to, in, and from the member's country to conduct engine business, e.g., CIP/IEMP reviews. This line is at the member country's option and is not a requirement to participate in the program. Only personnel assigned to the IEMG or providing temporary direct support to the IEMG may use these funds. This line is not intended for travel to CONUS of any in-country personnel, SAO personnel, contractors, etc. in support of their individual country.
- Line 004: Nonstandard Technical Data - Funds for the accumulation of technical order data, printing and distribution configurations.
- Line 005: Contract Services - Funds for engineering or technical assistance which exceed the IEMG internal capability, which may include

contractor travel to technically augment the IEMG. Services such as engineering or technical investigation and/or printing and reproduction of data may also be funded under this line item. This line is the member's option and is not required to participate in the program.

- Line 006: Integrated Logistics Support (ILS) - Funds to obtain recurring non-CIP related, post production ILS technical, engineering, design technical documentation and field support from the original engine manufacturer (OEM).

7.5.8.5. IEMG participation is assumed to be a continuing requirement unless the country's LOA signatory authority notifies the AFSAC geographic manager (information copy to the IEMG, the SAF/IA Country Director, and SAF/IAW) that they will no longer participate. The notification period is 180 days prior to expiration of the current LOA to allow sufficient time to adjust pro rata shares for remaining countries. A statement to this effect will be included in the supplemental conditions for each IEMG LOA.

7.5.8.6. A new customer must submit an LOR to the US Air Force.

7.5.9. **IEMP Costs.** The IEMG chief is responsible for verifying engine inventories and for providing the information to the AFSAC Case Managers for LOAs. The IEMG will request country confirmation of anticipated engine inventory quantities annually. If inventory quantities are not provided in a timely manner, the previous year's inventory quantity plus or minus any documented changes will be used. Countries may occasionally request that their inventory count of engines be adjusted. It is necessary that the country request inventory adjustment directly and in writing to the IEMG for review and approval. Information is also required on the disposition of engines (mishap or transfer to another country). The pro rata share of a given IEMP or CIP for a specified program year is based on the total quantities of that engine in the inventory of a country as of 1 January each year.

7.5.9.1. **IEMP.** The internal services rate per engine is computed by dividing the projected internal services cost for a given year by the combined engine inventories of IEMP member countries.

$$(\text{Projected Internal Services Cost}) \div (\text{Combined Members Engine Inventory}) = \text{Rate Per Engine}$$

The pro rata share for each IEMP member is calculated by multiplying the rate per engine by the FMS customer's engine inventory as of 1 January for the given period.

$$(\text{Rate Per Engine}) \times (\text{FMS Customer's Inventory}) = \text{FMS Customer's Share of Internal Services Cost}$$

7.5.9.2. **CIP.** The CIP rate per engine is determined by dividing the DoD CIP budget by the DoD engine inventory for a given year.

$$(\text{DoD CIP Budget}) \div (\text{DoD Engine Inventory}) = \text{DoD Rate Per Engine}$$

The FMS customer's share is calculated by multiplying the DoD rate per engine by the FMS customer's engine inventory for the given period.

$$\frac{(\text{DoD Rate Per Engine}) \times (\text{FMS Customer's Inventory})}{\text{Customer's Share of CIP Cost}} = \text{FMS}$$

The total CIP cost for a given year is the sum of the DoD budget plus the FMS customers' contributed share.

**7.5.10. Non-Participation in IEMP.** The following applies to eligible purchaser that do not join the IEMP:

7.5.10.1. The US Air Force will reject requisitions for engine parts and components improved by the CIP.

7.5.10.2. Engine parts superseded by parts improved or changed by IEMP efforts are not restocked by the US Air Force to support the previous configuration.

7.5.10.3. Non-participants are not authorized distribution of updated TOs that result from IEMP. TO supplements, changes, or revisions that result from the IEMP will not show a non-participant's engine configuration. Non-participants may require development of CSTOs that exclude IEMP changes. Development of CSTOs requires a separate case line item.

7.5.10.4. Except for safety hazards, non-participants will not receive TCTOs and kits that are a result of the IEMP.

7.5.10.5. Non participants will not receive IEMP technical data, including ECPs and IEMP meeting minutes.

7.5.10.6. Non participants will not receive data for new or improved maintenance practices, or extension of inspection and overhaul intervals developed by the engine CIP.

7.5.10.7. Non-participants will not receive technical assistance that is routinely provided under IEMP.

7.5.10.8. Non-participants cannot attend engine reviews.

7.5.10.9. The overhaul of security assistance customers' engines is dependent on their participation in the respective IEMP. Overhauled engines usually receive the latest improved changes that are the results of the engine CIP. Since CIP components (parts or kits) are not available to non IEMP members, and old parts may no longer be stocked, there may be overhaul delays until an LOA is signed to fund the purchase and installation of CIP components.

7.5.11. **Engine Safety.** All non hostile engine purchasers are informed of engine flight safety hazards by the SSM/DSM. Safety TCTOs, kits, and repair procedures are only sent to member countries by the IEMG. The IEMG Chief will ensure that Security Assistance Organizations (SAOs) are included as information addressees on all safety of flight TCTO messages in their respective countries. The intent is to keep the SAOs informed of the status of aircraft, engines, and missiles in their countries.

7.5.12. **Engine Contractors.** For direct commercial sales of a CIP, the contractor will not provide to their customer any CIP information obtained under the US Government CIP or IEMP without reimbursing the US Government. The IEMG will inform prime engine and engine overhaul

contractors about the US Air Force IEMP policy. US Air Force engine CIP contracts have procedures requiring contractors to comply with the spirit and intent of this policy.

**7.6. Leases, Loans, and Temporary Custody of US Air Force Equipment.** The AECA, Chapter 6 governs leases to foreign governments and international organizations. DoD Manual 5105.38-M (SAMM), Chapter 12, explains how to process a lease agreement. Leases are written and managed by SAF/IA.

7.6.1. **FMS Lease Support Cases.** Leases are not FMS transactions and are not input into the DSAA 1200 System. However, there may be an associated FMS case to recover PC&H, refurbishment of defense articles, services, and follow-on support to the leased item.

7.6.2. **Lease Data.** The cognizant Air Staff agency provides data for availability, normal life, and acquisition cost of articles to be leased. HQ USAF/PE determines availability of aircraft and missiles. HQ USAF/LGX approves the release for war reserve materiel (WRM). SAF/FMBIS determines the rental cost.

7.6.3. **Lease Coordination.** Leases must be coordinated with:

- SAF/IA, SAF/GCI, SAF/FMBIS (all leases).
- HQ USAF/LGM and XOO (for any adverse impact on US Air Force readiness).
- SAF/AQC and HQ USAF/LGM and XOO (if significant combat equipment is included).
- SAF/IAD (for foreign disclosure approval of the article to be leased).

7.6.4. **Lease Processing.** The Case Manager prepares the lease and determination according to the format in DoD Manual 5105.38-M (SAMM). Assign a "Z" case designator for identification and control. If the lease involves INFOSEC, the designator will be established in the "ZO" series. Once the lease has been signed, the Case Manager will issue an IPD to implement the program.

7.6.5. **Loans of US Air Force Equipment.** Loans of US Air Force equipment may be made only under FAA, Chapter 2, and AECA, Section 65.

**7.7. Section 30 Sales.** The AECA, Section 30, permits the sale of government-manufactured defense articles, government-furnished equipment (GFE), government-furnished materiel (GFM), and related defense services to US companies under certain conditions.

7.7.1. **LORs for Section 30 Sales.** The US company should send the LOR to SAF/IA. SAF/IA will forward the request to SAF/GCI for a legal opinion on whether the proposed sale is eligible under AECA, Section 30. If approved, SAF/IA will assign a two-place US company code (numeric plus alpha) and assign a regional division to handle the sale. The Case Manager will assign a pseudo case identifier using the US company code and

case designator. No entries will be made in the DSAA 1200 System.

7.7.1.1. The Case Manager will make sure the LOR is in accordance with AECA Section 30 and DoD Manual 5105.38-M (SAMM) before further processing, which includes submitting a copy of the export license, if required. If there are competing foreign requests, the Case Manager will obtain a DSAA decision on allocation of assets.

7.7.2. **LOAD for Section 30 Sales.** The Case Manager will request LOAD as is done normally for FMS. LOAD requests must ask for information on US Air Force appropriation to be reimbursed and for breakout of cost elements.

7.7.3. **Sales Agreements.** The Case Manager prepares and processes sales agreements (Attachments 31 and 32) in the same manner as an LOA. The Case Manager will include in the sales agreement only one cost, which will include administrative charges; packing, crating, handling, and transportation (PCH&T) charges (FMS accessorial rates for PCH&T); and other applicable costs.

7.7.3.1. If accepted, the Case Manager will implement with an IPD and:

- Will ensure the check received from the US company is sent to the implementing command's accountable US Air Force office for processing.
- If more than one command or agency is involved in implementation, will send the check to the 11 SPTW/FM for deposit and for processing of proper vouchers to each command or agency. The IPD should show the proportionate share of the administrative charge and how these charges will be allocated to each command or agency.

7.7.3.2. Any changes to the sales agreement, such as financial delivery-performance, must be reported to the Case Manager.

## **7.8. Security Assistance Organization (SAO) Personnel Selection and Training.**

7.8.1. **Selection Procedures.** SAO assignment qualification criteria, selection procedures, and selection approval authority are listed in DoD Directive 2055.3, *Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel*, March 11, 1985 and AFI 36-2110 (formerly AFR 36-20 and AFR 39-11). SAF/IA will approve or disapprove all Air Force personnel nominated for key SAO billets and will perform all Military Service responsibilities in accordance with DoD Directive 2055.3. The Air Force Office of Attaché Affairs (AFOAA) is the SAF/IA focal point for all issues concerning US Air Force personnel assigned to SAOs and will nominate and process SAO assignments.

7.8.2. **Pre-Departure Training for Security Assistance Duties.** Once approved, selected personnel will be scheduled for appropriate language, management, pilot

qualification, and other training as required. The SAO Tailored Training Approach Handbook, published by the Defense Institute of Security Assistance Management (DISAM) shall be used as a guide in scheduling preparatory training.

7.8.2.1. The pre-departure mandatory training requirements may be waived only by the Director, DSAA. The only exception is the Unified Command training, which may be waived by the Commander of the Unified Command.

7.8.2.2. Travel and per diem costs associated with pre-departure training will be paid by US Air Force appropriations in accordance with AFI 65-601V1, *US Air Force Budget Policies and Procedures* (formerly AFR 172-1V1), and AFI 36-2202, *Managing and Conducting Military Training Programs* (formerly AFR 4-66).

**7.9. Special Defense Acquisition Fund (SDAF).** DoD Manual 5105.38-M (SAMM), Chapter 14, contains instructions for the SDAF. The US Air Force develops proposals for SDAF item procurements, receives and executes military interdepartmental purchase requests (MIPRs) for US Air Force-managed items, monitors programs, manages and reports on inventories of delivered items, coordinates with DSAA on proposed sale of SDAF assets, and prepares LOAs when sales are approved.

7.9.1. **SAF/IA Responsibilities.** In addition to writing SDAF cases for weapon system-related items, SAF/IA responsibilities include:

- Serve as the Air Staff OPR and manager for SDAF programming and implementation.
- Coordinate SDAF procurement proposal inputs from major commands (MAJCOM) and other Air Staff offices.
- Assist program managers and IMS in developing configuration, cost and availability information on possible SDAF buys.
- Track the status of acquisitions and coordinate approvals for transfer of SDAF assets to security assistance purchasers.
- Staff loan requests for SDAF asset purchases (instead of transfers) under the security assistance program.
- Consolidate and send SDAF reports to DSAA.
- Receive recommendations for planned SDAF buys and consolidate and forward these to DSAA.
- Obtain operational and program data to support the planning phases of SDAF buys.

## **7.9.2. MAJCOM Responsibilities.**

7.9.2.1. In addition to writing SDAF cases for follow-on support-type items, AFSAC will:

- Designate an office of primary responsibility (OPR) and an office of collateral responsibility for management of the SDAF program.

- Consolidate and prepare Procurement Plan recommendation and send it to SAF/IA. DSAA criteria must be applied to each item recommended.
- Receive and implement MIPRs from DSAA.
- Monitor SDAF item production, delivery, and inventory status.
- Coordinate with the SDAF manager at SAF/IA and with Country Directors in SAF/IA.
- Develop procedures to ensure proper management of SDAF-acquired articles received into inventory, and other guidance as required.
- Provide inventory report required by DoD Manual 5105.38-M (SAMM).

7.9.2.2. Other Commands will:

- Give supporting data for preparing SDAF acquisition proposals for items managed and for acquisitions managed by AFSAC.
- Give reimbursable services to support SDAF acquisitions managed by AFSAC.
- Send requests through AFSAC/XMX to SAF/IA if operational requirements justify loans or purchases of SDAF assets for US Air Force use (rather than for FMS or other security assistance transfers).

7.9.3. **Preparation and Implementation of SDAF Cases.**

7.9.3.1. LOAs prepared solely for the sale of SDAF items will reflect an implementing agency (IA) code of "Q" (DSAA) and will be written by SAF/IA or AFSAC. LOAD information will be requested from the manager responsible for the item on the DSAA MIPR and coordinated with DSAA-Plans.

7.9.3.2. Case deliveries on SDAF LOAs will be reported using the (C1) procedure in DoD Manual 5105.38-M (SAMM), Chapter 13, except that a line entry will be required for each article shipped separately to the FMS purchaser (regardless of the generic code).

**7.10. Aircraft/Missile Technical Coordination Program (TCP).** The TCP is a US Air Force management program for aircraft/missiles owned by eligible security assistance countries. The TCP acts as the US Air Force single point of contact for follow-on technical support for aircraft/missiles and related equipment. The TCP does not expand the basic performance (mission, design, series) of a given type of system beyond that stated in its configuration item specification except when permitted by SAF/IAW. The TCP aids member countries to improve serviceability, maintainability, and reliability (improved parts and maintenance techniques, improved inspection and overhaul intervals, modifications, etc.). The TCP is a SAF/IA program delegated to AFSAC for implementation and execution. SAF/IAW establishes policy and provides program direction and oversight including final approval for forming, revising, and disbanding program groups; defining the scope of each program; conducting annual

program reviews; and acting as observer at worldwide reviews. Each Technical Coordination Group (TCG) is responsible for program performance and financially managing the program. Since the TCP is a follow-on technical support program, it is applicable to aircraft or missile systems after delivery to country or as otherwise directed. Requests for waivers or deviations to policy should be sent in writing to SAF/IAW.

7.10.1. **General TCP Information.**

7.10.1.1. The purchase price of an aircraft/missile does not include follow-on technical support provided by the TCP. The US Government must not bear any cost relating to the TCP. Security assistance country members must pay for all TCP tasks, activities, and support.

7.10.1.1.1. Costs associated with tasks, activities and support benefiting all TCG members will be billed to them on a pro rata basis.

7.10.1.1.2. Costs associated with tasks, activities, and support for an individual member country will be billed in full to that member separately.

7.10.1.1.3. All TCG assets, services, and personnel paid for by participating member countries will be used only for support to those countries and will not be used to support security assistance countries who are non members or other non-paying agencies or activities.

7.10.1.2. TCGs are established for different types of aircraft and missiles. Although TCGs are located at ALCs, the nature of the TCG dictates direct communications with member countries. SAF/IAW and AFSAC will be apprised through information copies of appropriate correspondence.

7.10.1.3. The TCG accomplishes those tasks and functions of the TCP. TCGs currently approved by SAF/IAW include:

- A-37/T-37/T-38 (Kelly AFB, Texas)
- Airborne Warning and Control System (AWACS) (Tinker AFB, Oklahoma)
- C-130 (Robins AFB, Georgia)
- F-4 (Hill AFB, Utah)
- F-5 (Kelly AFB, Texas)
- F-15 (Robins AFB, Georgia)
- F-16 (Hill AFB, Utah)
- Tactical Missiles (Robins AFB, Georgia)

7.10.1.4. The TCG must be readily identifiable, both by name and function, within the ALC and, as such, the TCG is a separate organization, dedicated to the service of the FMS customers. Each TCG will have a dedicated manager called the TCG chief who will control and supervise the TCG staff and will be responsible for office support equipment, resources, and supplies purchased with FMS case funds. O&M and administrative funded personnel will not be commingled with case funded personnel in the TCG. This will serve as an enhancement to financial accountability and will ensure proper utilization of foreign-owned material, assets and funds.

7.10.1.5. The TCG chief is responsible for the management of case funds allocated to the TCG. Only personnel assigned to the TCG or certified by the TCG chief as directly technically augmenting the TCG are authorized to use line item case funds. Under no circumstances will any costs relating to the TCG be borne by the US Government.

7.10.1.6. Membership in the TCG is not a mandatory condition of a weapons system sale. However, membership is encouraged.

7.10.1.7. SAF/IAW will review each TCG at least annually. Periodic reports will be requested, if required. Major issues (i.e., fleet groundings, etc.) will be reported to SAF/IAW as soon as they occur with updates every 30 days until the issue is resolved.

7.10.2. **TCP Functions.** The TCP serves as the US Air Force single point of contact for follow-on technical support to member countries in maintaining, modifying (including repair assistance and contracting for actual repairs), and operating their aircraft/missiles, except aircraft engines and electronic warfare devices. For engine technical issues, IEMP members must contact their respective IEMP chief. For electronic warfare issues, member countries will contact the Electronic Combat International Security Assistance Program (ECISAP) at Warner-Robins ALC. The TCG will ensure out-of-channel country requests for which the TCG is not OPR are sent to the proper OPR for action. The OPR will provide the TCG with interim status and closing action.

7.10.2.1. The TCP provides the following services. A member country must identify any desired additional services and must bear the total cost of additional services.

7.10.2.1.1. **Maintenance Data.** The TCG is the US Air Force single point of contact for all maintenance management program requests. With members' cooperation, the TCG responds to requests in areas of data product analyses, maintenance standardization, maintenance data collection (MDC), and programmed depot maintenance (PDM). The TCG can assist members who wish to develop their own maintenance management programs.

7.10.2.1.2. **Deficiency Reports (DR).** The TCG is the US Air Force single point of contact to receive member country DRs for applicable items and related equipment. The TCG assures inputs of the DR into the US Air Force applicable data tracking system, and tracks its evaluation. The TCG ensures compliance with processing time constraints and takes action to expedite processing.

7.10.2.1.3. **Spares Support.** The TCG, together with other agencies, provides the technical background necessary to aid countries with follow-on support requirements.

7.10.2.1.4. **Modifications.** Modification programs offer ways to improve the capabilities of weapon systems or correct materiel deficiencies as a cost-effective alternative to reduce the number of new development programs. The

modification process can improve system performance and/or Reliability and Maintainability (R&M) or adapt systems to meet new or changing threats during their life cycle.

7.10.2.1.4.1. US Air Force policy encourages FMS customers to participate in US Air Force modification programs to maintain their equipment in safe condition and, where applicable, in a configuration compatible with US Air Force equipment. Country participation in the modification program results in economy for all participants; gives operating commands exchange of pertinent information; improves configuration control; and minimizes engineering, evaluation, and logistics support problems.

7.10.2.1.4.2. Modifications must be programmed by the budget committee of the various TCG member countries, therefore, the TCG will provide as much information as possible early in the planning stages. This will ensure funds are available lead time away from the proposed start of the modification program.

7.10.2.1.4.3. The US Air Force development activity notifies TCG member countries of approved and releasable modifications through the TCG and SAF/IA. TCG member countries notify SAF/IA of their intentions, and request P&A or LOA as applicable. The TCG provides their member countries information on applicability of proposed modifications, general data, evaluation and recommendation/updates for released modifications.

7.10.2.1.4.4. It is essential that planning be started as soon as possible after the decision is made to perform any of the three classes of modifications. These three classes are:

- Temporary 1 (T-1). Operational changes that add or remove equipment to provide new or increased capability for a special mission, no longer than 1 year.
- Temporary 2 (T-2). Temporary modification to support Research, Development, Test, and Evaluation (RDT&E), normally before a permanent modification as part of an approved acquisition program. A T-2 will not normally be done unless an approved program (funded, PDM-directed) requires the test.
- Permanent. Making a change to correct safety or materiel deficiencies, to improve reliability and maintainability, or to add/remove capability. Safety modifications are permanent modifications which correct deficiencies which could endanger the safety of personnel or cause loss or damage to equipment. Safety modifications have priority for funding and implementation. The degree of safety achieved in a system depends upon the degree of management/emphasis placed on the program. When safety modifications are involved, time is critical; it may be necessary to release initial kit quantities to production before completion of proofing. Countries

may decide for themselves whether to comply with US Air Force prescribed permanent safety modifications, but they take full responsibility for their decision and its consequences.

7.10.2.1.4.5. Indigenous (or country-unique) modifications include those designed, developed, engineered, and accomplished under the sole auspices of the FMS country, without US Air Force technical approval. Countries are encouraged to obtain all permanent modifications through the prescribed US Air Force system. When requested, SAF/IA will advise FMS countries contemplating any indigenous modifications of the impact their decisions will have on future US Air Force and country modification programs for the equipment involved.

7.10.2.1.4.6. The FMS country will be advised as early as possible of upcoming modifications to be able to respond with their acceptance and/or non acceptance in time to facilitate a coordinated user buy of the TCTO, resulting in joint savings of funds and time. If the US Air force declines participation, or if a modification is country-unique, the following procurement options are available:

- Purchase the modification through FMS in accordance with current regulations/laws. The US Air Force will in turn procure the modification from a suitable contractor in accordance with the country's specifications.
- Purchase the modification through direct country-to-contractor procurement. TCG coordination and/or assistance can be provided as required.

7.10.2.1.4.7. TCTO support regarding modification kits is provided by the TCG as coordinating agency between the country, AFSAC CCMs, and other government agencies' Item Managers. Status of kit delivery will be furnished upon request.

7.10.2.1.4.8. Well documented planning for modification implementation and execution is very important. Close attention to details and timely preparation of modification documents and reports are critical to meet modification milestones and phases. The TCG is designed to assist its member countries in all phases of modifications to their weapon system.

7.10.2.1.5. **Technical Data.** The TCG will maintain a file of technical orders that apply to TCG aircraft/missiles. The TCG is the US Air Force single point of contact to ensure input, processing, and evaluation of Air Force Technical Order (AFTO) Forms 22, **Technical Order Improvement Report and Reply**, that are applicable to country standard items. Reports that affect technical data common to both US Air Force and TCG participants are processed with the prime US Air Force activity. Interim, operational, and safety technical orders must be closely monitored and when necessary, will be sent by the TCG to member countries.

7.10.2.1.6. **Configuration Status Accounting.** On request, the TCG will assist member countries to establish

a configuration management system. The system will enable an audit of TCTO compliance, by aircraft serial number, based on data provided by the purchaser. Configuration accounting is not applicable to missiles.

7.10.2.1.7. **Mishap Investigation.** When requested and country-funded, the TCG provides technical assistance to member countries in mishap investigations, damage assessment and contracting for a repair team.

7.10.2.1.8. **Technical Problem Resolution.** Members will identify technical problems to the TCG who will evaluate and take necessary actions to effect a solution, if feasible. The TCG will advise the requesting member of any related experiences and will provide an evaluation and recommended solution. The TCG also obtains technical information through continuous analyses of data products, accident and incident reports, technical and management meetings, and various correspondence. The TCG will communicate such information directly to members for problem prevention or correction.

7.10.2.2. The TCG does not provide:

- Production or modification hardware kits or maintenance labor.
- Engineering support to the production process.
- Training requirements. Requests for training should be sent to AFSAT, 2021 1st Drive West, Randolph AFB, Texas 78150-4302.
- P&A or LOAD studies for modifications, unless requested through AFSAC.
- Releasability of data not currently a configuration of the member country's account.
- Configuration control. It is the purchaser's responsibility to manage configuration.
- TO distribution or TO status information. A foreign customer's request for TO status information should be sent to OC-ALC/TILUF, 7851 2nd Street, Suite 213, Midwest City, Oklahoma 73145-9417, TO publications case line manger, in accordance with TO 00-5-19.

7.10.3. **Technology Restrictions and Foreign Disclosure.** If there are technology restrictions or if there is other restrictive guidance on Engineering Change Proposals (ECP) or modifications, TCG personnel must consult the Delegation of Disclosure Authority Letter (DDL) and other releasability guidelines. If no written guidance exists, consult with the local Foreign Disclosure Policy Office (FDPO) and/or the Deputy Under Secretary of the Air Force (International Affairs), Disclosure Division, Munitions License Branch (SAF/IADM) for international technology release guidelines.

7.10.4. **Technical Changes to Aircraft/Missile Systems or Subsystems.** When the evaluation of a reported problem indicates corrective action is necessary, an Engineering Project Description (EPD) is prepared. The EPD includes a brief description of the problem and a general description of proposed corrective action. An EPD accepted by participating countries will result in

developing corrective measures that are reported in related ECPs. If a problem is beyond both TCG and other US Air force engineering capabilities, it is referred to a contractor who prepares the EPD and, if accepted by the US Air Force and member countries, prepares the ECP. Copies of EPDs and ECPs are sent to each TCG member for review and possible acceptance for its aircraft. TCG comments and recommendations accompany each EPD and ECP.

7.10.4.1. When a contractor submits an EPD, the TCG reviews the engineering effort needed to prepare the ECP and makes recommendations before sending it to the member countries for approval. Members send comments and recommendations on the EPDs and ECPs to the TCG. The TCG gives additional help to members, when asked, during the country's ECP evaluation.

7.10.4.2. The TCG will try to consolidate like requirements from members within a given ECP. Country-peculiar requirements may call for changes to ECPs that increase individual member costs. The affected member must fund these additional costs separately.

7.10.4.2.1. The cost of a member's requested changes to ECPs that benefit other program participants are shared by all countries that accept the changes.

7.10.4.2.2. When a member country requests that an ECP be developed, the TCG decides how it applies to other members, and encourages their acceptance of its development on a cost-sharing basis. Members that first reject a proposed ECP, but later request the completed ECP, are charged an appropriate nonrecurring cost recoupment charge. The TCG credits these charges to TCP funds of those members that originally funded the ECP development.

7.10.4.3. The TCG reviews and makes recommendations, from a technical standpoint, to ECPs that result from the aircraft/missile TCG and makes them available to affected program members for review and possible acceptance. TCTOs and country standard time compliance technical orders (CSTCTOs) are issued as applicable in accordance with TO 00-5-19.

7.10.4.4. The TCG is responsible for identifying, investigating, notifying and resolving non-US Air Force standard configuration safety items. All TCG members should promptly report hazards to the TCG through the most expeditious means.

7.10.5. **Review Procedures.** The TCG conducts technical reviews with member countries. The purpose of these reviews is to discuss and find solutions to technical/maintenance-related issues. Other forums such as PMRs, SAMRs, etc. exist to cover issues outside the scope of the TCG. Many problems are common and apply to all member countries and as such all countries benefit from these reviews.

7.10.5.1. The TCG conducts CONUS reviews annually. TCG members are encouraged to send representatives to these reviews to benefit fully from and contribute to the

program. The scheduling of the CONUS reviews will be coordinated with SAF/IAW.

7.10.5.2. In-country reviews will be held annually when requested and funded by the member country. These reviews provide for a maximum number of country personnel to attend and benefit from the reviews, as well as actively contribute to the program.

7.10.5.3. Regional reviews are consolidated reviews which may be jointly scheduled with other member countries in the same region for the purpose of keeping travel time and expense, through cost sharing, to a minimum.

7.10.6. **TCG Case.** TCGs are usually "G" cases, with LOAs prepared, implemented, and administered by AFSAC. Respective TCG chiefs are included on address lists for copies of accepted LOAs and amendments and modifications to LOAs. US Air Force teams formed to develop or negotiate LOAs for TCGs must have representatives from that applicable TCG. Each TCG is responsible for conducting and financially managing the program. The AFSAC geographic manager provides the status of case money during periodic reviews or when requested by the member country or the TCG chief. These responsibilities must be stated in the AFSAC implementing directive which will be standardized as much as possible.

7.10.6.1. For initial acquisition of an aircraft/missile, the TCG may be a line on an "S" case. For follow-on TCG support, a "G" case is normally used.

7.10.6.2. When a TCG member buys additional aircraft/missiles managed by the TCG, a new FMS case for the TCG is not required. Instead, a statement will be included on the attachment to the LOA stating the purchaser agrees to continue participation in the aircraft/missile TCG.

7.10.6.3. LOAs for aircraft/missiles TCGs will include the following items:

7.10.6.3.1. Internal Services (line 001) includes personnel, facilities, supplies, CONUS travel, technical publications and equipment for the exclusive technical support of the participating security assistance countries. The TCG is responsible for accountability of equipment as defined in AFM 67-1, Volume IX, Chapter 8.

7.10.6.3.2. Contract Services (line 002) is to fund projects requested by the customer which exceed the TCG's internal capability. Services such as contractual engineering, technical investigation support, printing and reproduction of data may be funded under this line item.

7.10.6.3.3. Studies and Surveys (line 003) funds the travel expenses of TCG personnel while overseas as requested by and in support of a member. Expenses of other US Air Force technical personnel augmenting the TCG, including salaries, are also reported on this line item. This line is the member's option and is not required to participate in the program. Only personnel assigned to the TCG or providing temporary direct support to the TCG may use these funds. This line is not

intended for travel to CONUS of any in-country personnel, SAO personnel, contractors, etc. in support of their individual country.

7.10.6.3.4. Lines for engineering drawings, aircraft structural integrity program (ASIP), software, etc., may be added.

7.10.6.4. LOAs for TCGs.

7.10.6.4.1. AFSAC will request LOA data from the TCG no later than 7 months before start of the country's program year. AFSAC will in-turn prepare and process the LOA upon receipt of this data. Implementation will occur no later than 2 months before the effective TCG period. This is necessary to ensure uninterrupted support.

7.10.6.4.2. Include a studies and surveys line identifying funds required for services, including travel, by US Air Force TCG personnel and the cost of US Air Force non-TCG personnel services to support a country's unique needs during in-country reviews. This line is the member's option and is not required to participate in the program.

7.10.6.4.3. Include a statement that it is each member country's responsibility to budget for travel and per diem expenses for their personnel to addend both CONUS and regional or in-country TCG reviews. These funds cannot be part of the LOA.

7.10.6.4.4. Include an attachment in the supplemental conditions to the LOA that briefly explains the services provided to the country under the TCG, including US Air Force responsibilities and purchaser's responsibilities to the program and requirements that are unique to the purchaser's program.

7.10.6.4.5. TCG participation is assumed to be a continuous requirement unless the member country's LOA signatory authority notifies the AFSAC geographic manager (information copy to the TCG, the SAF/IA Country Director and SAF/IAW) 180 calendar days prior to expiration of the current LOA. A statement to this effect will be included in the supplemental conditions for each TCG LOA.

7.10.7. **TCG Costs.** Members of US Air Force TCGs must share program costs on a proportional basis. A participant's share of a given TCG for a specified program year is based on the total quantity of aircraft/missiles possessed by a member at the beginning of the program year. A member country's inventory is pro rated against the worldwide TCG inventory at the beginning of that program year.

7.10.7.1. The TCG chief is responsible for verifying aircraft/missile inventories and for providing the information to the AFSAC Case Manager for LOAs. The TCG will request country confirmation of anticipated aircraft/missile inventory quantities annually. If inventory quantities are not provided in a timely manner, the previous year's inventory, plus or minus any documented changes, will be used. Countries may occasionally request that their inventory count be adjusted. It is necessary that

the member country's signatory authority request inventory adjustment directly and in writing to the TCG for review and approval. Information is also required on the disposition of the aircraft/missiles (mishap or transfer to another country). Financial adjustments for both increases and reductions will be accomplished during the subsequent program year.

7.10.7.2. TCG participation will include aircraft or missiles produced in a foreign country under license agreement with a US manufacturer. The aircraft/missiles produced under license agreement with a US manufacturer and supported by US Air Force-managed TCGs are part of the worldwide TCG inventory.

7.10.7.3. Countries that are not members of the TCG, but later join and request aircraft/missile system changes which were developed under the TCG, will pay a pro-rated share of all costs based on the current membership.

7.10.8. **Non-Participation in TCG.** The following policy is applicable to eligible purchasers who decide not to take part in TCGs:

7.10.8.1. TO supplements and revisions that result from TCG efforts are not shown in the non-participant's aircraft/missile configuration.

7.10.8.2. TCTOs and related kits developed through the TCG for country standard equipment are not provided, except to correct safety hazards.

7.10.8.3. TCG technical data and TCG meeting minutes will not be made available and non-participants cannot take part in any TCG review or meeting without SAF/IAW written permission.

7.10.8.4. Other data developed for extending inspection and overhaul intervals will not be provided.

7.10.8.5. Cost savings for parts and TCTO kits due to consolidated buys will not be available to non-participants.

7.10.8.6. The TCG does not honor requests for technical assistance from non-member countries. Non-member countries that request technical assistance or support from the TCG will be encouraged to join the TCG. However, if the country does not join the TCG, it will be referred to the SPD for support. The SPD will develop a case to provide the requested support which will be fully funded by the country. SPDs are expressly prohibited from providing technical support to non-member countries without full reimbursement. Technical support would include charges for engineering services, reports, studies, maintenance data, modification data, technical data, technical problem resolution and any other charges deemed appropriate for technical services.

7.10.9. **Safety.** The SPD or TCG, as applicable, will inform all non-hostile countries of flight hazards and will offer TCTOs, kits, repair procedures, etc. for flight safety. The kit cost for purchasers not taking part in the TCG, however, includes additional specified costs: a special handling charge, a fair share of the non-recurring costs (NRC), and associated indirect TCG engineering costs

(such as testing, configuration management, and DR investigation). Such charges, when collected, are reimbursed to the affected TCG. The TCG chief will ensure that SAOs are included as information addressees on all safety of flight TCTO messages in their respective countries. The intent is to keep SAOs informed of the status of aircraft, engines, and missiles in their countries.

#### 7.10.10. **Support for Aircraft After SPD Disbanded.**

The US Air Force continues support commitments for aircraft possessed and/or being flown by foreign customers and other DoD agencies when the US Air Force SPD has been disbanded or is in the process of being disbanded.

7.10.10.1. In the "post US Air Force inventory" environment, the roles of the TCG are significantly expanded to include traditional System Program Director (SPD) functions so that complete support can be sustained. The role of the TCG chief will be expanded to include the role of SPD. In a TCG/SPD organization, the workforce will contain both TCG and administrative funded positions necessary to provide a full range of SPD services to customer countries. Everyone under the TCG/SPD must be dedicated to the specific aircraft system(s) assigned to the TCG. In this role, the TCG/SPD chief has the latitude to use all available assets to accomplish mission requirements and may use both TCG and administratively funded assets to accomplish a necessary function. Tracking records will be maintained for administrative and TCG funded personnel to ensure accurate accountability of resources. The TCG will remain clearly identifiable with a dedicated TCG chief.

7.10.10.2. When a SPD's responsibility decreases and the SPD is finally deactivated, the TCG will assume those engineering, technical and logistical responsibilities previously handled by the SPD. This represents a

significant increase in the level of responsibility of the TCG. Some examples include: general engineering including Aircraft/Systems and Aircraft Structural Integrity Program (ASIP) and Aircraft Modernization; managing items still used by a DoD proven activity and utilizing the Nonstandard Item Parts Acquisition and Repair Support Program (NIPARS) for nonstandard items; engineering change orders; kit development/proofing; maintenance and issue of weapon system peculiar technical orders and time compliance tech orders (TCTOs); International Weapons Item Projection System (IWIPS) management; Aircraft System Safety Group; development and maintenance of the Weapon System Master Support Plan; configuration tracking/monitoring; and technical support.

7.10.10.3. Although the TCGs do not normally become involved in major modifications or upgrades, in a "post inventory" environment the TCG/SPD will be involved in all upgrade actions to facilitate configuration tracking, help with initial and follow-on problem solving, and provide advice regarding follow-on supply support. Engineering tasks, studies, or technical reviews for the purpose of maintaining or upgrading aircraft systems (maintainability, reliability, supportability) are authorized independent of specific country requests. Countries will fund their specific modifications and upgrades. These efforts may be identified on a separate LOA.

7.10.10.4. Manpower assigned to the TCG/SPD will be used exclusively for the support of the assigned weapons systems. Deviations will be thoroughly documented, and reimbursement will flow from the activity receiving support to the TCG or vice versa

## Chapter 8

### SERVICES PROVIDED IN-COUNTRY

#### *Section A - DoD Services.*

**8.1. Security Assistance Teams (SATs).** SATs consist of US military and DoD civilians sent to a foreign country on temporary duty (TDY) or permanent change of station (PCS) status to provide technical assistance or training. Types of SATs include, but are not limited to:

8.1.1. **Technical Assistance Team (TAT).** TATs consist of US DoD personnel deployed to a foreign country on TDY to place in operation, maintain, or repair equipment provided under security assistance. TATs will not be used to provide technical training or instruction (except for incidental, over-the-shoulder opportune training) in conjunction with their primary mission.

8.1.2. **Technical Assistance Field Team (TAFT).** TAFTs help install, operate, maintain, and support weapons systems and equipment purchased from the US Government. While doing these tasks, they may also

provide incidental, over-the-shoulder opportune training. OJT is not permitted. TAFTs are deployed on a PCS basis.

8.1.3. **Weapon System Logistics Officer (WSLO).** WSLOs represent the system program director and help the support base and user activities resolve weapon system logistics support problems. These individuals may also provide incidental, nonessential, opportune, over-the-shoulder training in logistics. WSLOs are deployed on a PCS basis.

8.1.4. **Mobile Training Team (MTT).** MTTs train personnel to operate, maintain, and use weapon systems and support equipment, or help train personnel in other special skills related to military functions. MTTs are deployed on a TDY basis.

8.1.5. **Extended Training Service Specialist (ETSS).** An ETSS provides advice, instruction, and training in installing, operating, and maintaining weapons,

equipment, and systems. This includes Language Training Detachments (LTDs). ETSS personnel are deployed on a PCS basis.

8.1.6. **Other.** Other US Air Force personnel may provide services in-country under an LOA line item (i.e., logistic support groups).

**8.2. Relationships and Responsibilities.** The Chief of the diplomatic mission supervises the in-country activities of SATs through the Chief of the Security Assistance Organization (SAO). AFSAT is the implementing command for TAFTs, ETSSs, LTDs, and MTTs. The MAJCOM providing personnel resources is the implementing command for TATs, WSLOs, and PMOs.

8.2.1. **Unified Command.** The unified command will:

- Command and supervise SAOs in their area of responsibility (AOR), but not in matters that are functions or responsibilities of the chief of the US diplomatic mission.
- Provide necessary technical assistance and administrative support to SAOs to ensure the efficient and effective oversight of SAT activities.
- Determine the level of support (Quality of Life (QOL) and Mission Sustainment (MS)) for all DoD personnel in its AOR, including SATs.
- Determine where medical and dental support not available at the SAT duty station will be provided.
- Specify who will provide logistic support, including the issue of special clothing and equipment to the SAT.
- Decide where personnel records support for PCS SAT personnel will be located.

8.2.2. **SAO Chief.** The SAO chief will:

- Exercise disciplinary authority and routine administration over in-country SATs.
- Coordinate the team's activities to ensure compatibility with other DoD elements.
- Ensure SATs comply with directives lawfully issued by the chief of mission and keep the unified command informed on SAT activities and progress.

8.2.3. **SAO.** The SAO will:

- Submit an Annual Integrated Assessment of Security Assistance (AIASA), which identifies future SAT requirements from US Air Force resources.
- Estimate in-country housing, leasing, and other in-country support costs and arrange and approve housing and leasing for team through contracting personnel.
- Establish a Foreign Area Administrative Support (FAAS) Agreement, where required.
- Set up an agreement with the host country on the personnel status of SAT members.
- Submit requisitions and AF Form 1780, **Request to Establish/Change Foreign Language Designated Positions (LDP)**, In-Place Consecutive Overseas Tours (IPCOTS), and extensions to AFMPC with

information copy to the Line Manager for PCS SAT military personnel.

- Request callup of TDY personnel.
- Confirm in-country support and resources are available before team arrival.
- Provide administrative and clerical support.
- Establish and review team property and inventory records.
- Review and approve requests for, and disposition of, QOL and MS items.
- Review and approve TDY requests for team personnel who are required to travel to perform the team mission. **NOTE:** SAT case funds are not authorized to support SAO TDY requirements.
- Review team requests for annual funding to verify reasonableness.
- Review team petty cash funds.
- Establish procedures for payment of local hire personnel supporting SAT personnel.
- Provide administrative support of SAT personnel through the team chief, when required.
- Identify passport and visa requirements, and coordinate SAT country clearances.
- Submit quarterly financial report for permanent change of station (PCS) teams as specified in DoD Regulation 7000.14-R, Volume 15.

8.2.4. **SAT Chief.** The SAT chief is usually the senior team member and will:

- Assign duties and responsibilities to team personnel as provided in the specific program.
- Be responsible to the US Air Force Case and Line Manager for accomplishing the SAT mission and expending funds designated for team use.
- Request and justify QOL and MS items to the SAO before purchase and maintain accountability records for these items.
- Justify and request SAO approval of TDY required to accomplish the team mission.
- Prepare SAT reports as specified in paragraph 8.6 of this manual.

8.2.5. **Line Manager.** The Line Manager for SATs will:

- Coordinate with AFMPC to ensure predeparture training meets the needs of the team member.
- Provide the team chief with oral and written instructions concerning responsibilities.
- Ensure personnel requisitioning is timely and within the scope of the LOA.
- Confirm in-country support has been arranged prior to team deployment.
- Review payment vouchers to ensure expenditures are based on current directives.
- Identify and request LOA amendments or modifications.
- Ensure financial reporting is accomplished as specified in DoD Regulation 7000.14-R, Volume 15.

- Identify SAO administrative duties required to support the US Air Force in the IPD.

**8.3. SAT Support.** The level and quality of support for team personnel will generally be equal to support provided other DoD personnel of equivalent grade in-country (i.e. SAO personnel). AFJI 16-104, (formerly AFR 400-45), gives guidance for the administrative and logistical support for overseas SAOs and should be used to determine SAT support. The customer must pay for SAT support costs or provide aid-in-kind (AIK). If the customer fails to provide AIK as agreed in the LOA, case funds will be used with approval of the Line Manager.

**8.3.1. Quarters.** Quarters for SAT personnel must be equivalent to US standards for the country involved.

**8.3.2. Quality of Life (QOL) Support.** QOL items are articles or services that will have a positive effect on the living and working environment of the deployed SAT. Factors to be considered in determining specific QOL item requirements include availability of suitable entertainment, climate, geography, security, local language, and recreational facilities. QOL items and support do not include charges for consumables, memberships, lessons, etc. QOL items include, but are not limited to: magazines, athletic equipment, fishing tackle, camping equipment, scuba gear, equipment repair, etc. The SAO chief must approve expenditures for and disposition of QOL items.

**8.3.2.1.** QOL items are procured for the team rather than for individual use and are owned by the customer. TV and VCR equipment can be purchased only for use in a dayroom type of situation. Individual families are not authorized TV or VCR support.

**8.3.2.2.** QOL items, for SATs funded by forgiven credit and international military education and training (IMET), will be funded by the US Air Force and not from funds provided to the SAO or unified commands. If US Air Force funds are inadequate to meet QOL requirements for foreign military financed SATs, FMS case funds may be used if specifically authorized in the LOA and approved by DSAA. QOL items cannot be funded under IMET, but existing in-country SAT stocks of such items may be used by IMET-funded teams.

**8.3.3. Mission Sustainment (MS) Support.** MS items are articles and services that are essential for the successful accomplishment of the SAT mission. The US Air Force may provide these items to deploying teams or the teams may acquire them in-country. The cost of MS items will be charged to the FMS case or IMET program. Examples of MS items include, but are not limited to: housing, dependent education, medical support and evacuation, security guards, drivers, physical conditioning equipment, and environmental and morale leave. The SAO chief must approve expenditures for and disposition of mission sustainment items.

**8.3.4. Environmental Morale Leave (EML).** EML travel for military and DoD civilian personnel under FMS

cases will be limited to levels currently authorized by law (one trip per 2-year tour and two trips per 3-year tour). Not all countries are on the approved Secretary of Defense list of countries designated as eligible for funded EML.

#### **8.4. Letter of Request (LOR) for SATs.**

**8.4.1. LOR Format.** The amount of detail available during early phases of a SAT callup affects the quality of the service provided by that team. An LOR for a SAT must include a worksheet providing information on the requirement, support arrangements, reporting instructions, etc. See Attachment 33 for worksheet format. The purchaser (or the SAO on behalf of the requester) prepares the worksheet. The SAO will verify that administrative, financial, and contracting support (such as signing leases or rental car agreements) is available at this time. All assumptions will be identified in the LOR.

**8.4.2. LOR Leadtimes.** Purchasers must send LORs for SATs to the US Air Force agency responsible for preparing the FMS case at least 12 months before the team is needed. The need for a foreign language qualified individual may increase leadtime requirements by approximately 1 year. If prerequisite training is needed to qualify people for SAT duty, the callup date may be delayed. Requests for team extensions or follow-on LOAs will be submitted at least 12 months before the existing case expires.

#### **8.4.3. LOR Processing.**

**8.4.3.1.** The Case Manager advises the Air Force Military Personnel Center (AFMPC), Director of Personnel Manpower Resources (DPMR), 550 "C" Street West, Randolph AFB, Texas 78150-4734 of PCS SAT manpower requirements immediately upon receipt, and sends the LOA data request to the Line Manager(s) and the SAO. For blanket order lines, the Line Manager will advise AFMPC of the manpower requirements immediately upon identification.

**8.4.3.2.** The Line Manager prepares a manpower justification summary, as shown in Attachment 16 of this manual, and forwards it through the SAPM to the Case Manager. The Line Manager determines availability of personnel through AFMPC or AFMC, as appropriate. If fully qualified personnel are not available, personnel may be trained to meet required skills.

**8.4.3.3.** Funds for training will be included in the LOA or IMET program. Anti-terrorism training is required for all SATs. Area orientation is required for all PCS teams and recommended for TDY teams. Contact the US Air Force Special Operations School Regional Affairs Division (USAFSOS/EDR), Alison Building, 347 Tully Street, Hurlburt Field, Florida 32544-5800 to determine the proper course. All predeployment orientation training costs will be included in the LOA data. (**NOTE:** Funds must be made available before training can be provided. The Line Manager must receive the IPD which

implements the accepted LOA before SAT personnel can train or report in country.)

8.4.3.4. The Line Manager provides pricing data to the SAPM. Pricing data will be computed as specified in DoD Regulation 7000.14-R, Volume 15. Estimates for in-country support costs will be obtained from the SAO. Use Attachment 34 to determine SAT costs.

8.4.3.5. The Case Manager will determine the impact on US Air Force readiness from inputs by the Line Manager and AFMPC, if any significant adverse effect is expected.

8.4.3.6. When LOA data for PCS SATs is requested in support of a system case, the Line Manager will provide estimated requirements for planning purposes. In this case, the Line Manager will identify the assumptions used (i.e., number of people) when providing the LOA data.

**8.5. LOAs for SATs.** TAFTs and training teams are provided under a "T" case prepared by AFSAT or under a system case prepared by SAF/IA. SATs for most nontraining services are provided as part of a "D," "G," "N," "S," or "Y" case.

8.5.1. **LOA Preparation.** The following generic codes must be used on LOAs for SATs:

- ETSS/MTT - N00
- TAFT - R9G
- TAT - M1A
- WSLO - M1E

8.5.1.1. The SAT worksheet will be retained in the case file and a copy attached to the IPD which is sent to the implementing command and SAO.

8.5.1.2. Any statement of work (SOW) or memorandum of understanding (MOU) pertaining to the SAT must be attached to, or referenced in, the LOA. Any special conditions asked for by the customer will, if approved, be part of the supplemental conditions or programming documents.

8.5.1.3. Supplemental conditions applying the pertinent Status of Forces Agreement must be included in an LOA (DoD Manual 5105.38 (SAMM), Chapter 7).

8.5.2. **LOA Implementation.**

8.5.2.1. Upon receipt of obligational authority, the Case Manager sends the IPD to the Line Manager. A copy of the IPD and attachments are also provided to the SAO. The Line Manager will issue implementing instructions to the SAO for the SAT within 21 days after receipt of the IPD, and will establish milestones for requisition and other implementing responsibilities.

8.5.2.2. After LOA acceptance, the Case Manager will forward a letter to SAF/IAXM requesting allocation of the manpower. The Line Manager will staff the availability of personnel through AFMPC or other MAJCOM, as appropriate.

8.5.2.3. On receipt of implementing instructions from the line manager and definitized SAT personnel requirements, the SAO will:

- Submit the initial requisition for PCS military personnel to AFMPC through the Line Manager. A minimum of 6-months lead time to desired report date in-country is required, plus additional lead time for prerequisite training (including foreign language training, if required).

- Send the AF Form 1780.

- Send the request for team callup to the line manager at least 30 days in advance of the report date in-country. Copies will also be provided to the appropriate SAF/IA regional division, SAF/FMBIS, AFMPC, the unified command, and applicable MAJCOM. The SAO must verify availability of adequate transportation, lodging, food, equipment, facilities, and other resources needed by the team to accomplish the mission in the callup. The request will cite the IPD as the authority for movement of SAT personnel.

8.5.2.4. AFSAT will track, by computer-assisted means, ETSSs, TAFTs, and MTTs. Data tracked will include names of members, locations, dates, scope of the programs, and other pertinent data. Tracking of non-training PCS and TDY teams by other implementing commands is encouraged but not mandatory.

8.5.3. **AF Form 1780.** AFI 36-2605, *Air Force Military Personnel Testing System*, June 17, 1994, outlines the information required on the AF Form 1780 and establishes the reviewing chain for processing the form. The required signatures and channels to properly process an AF Form 1780 for a SAT position are:

- The Originating Official (block 19) is the individual in the SAO having oversight of the SAT.
- The Approving Official (block 20) is the SAO chief.
- The MAJCOM Foreign Language Program Manager (block 22) is HQ 11th Support Wing, Joint Departmental Military Personnel (HQ 11th SPT Wg/DPJ, 200 Macdill Boulevard, Suite 400, Bolling AFB, Washington DC 20332-5100).
- The MAJCOM Air Force Specialty Code (AFSC) Functional Manager (block 23) is not applicable for SATs.
- The AFSC Functional Manager (block 24) is SAF/IAXM, who will coordinate with the Case Manager.
- The HQ US Air Force Foreign Language Service Program Manager (block 25) is the Directorate of Plans, Policy, and Evaluation, Intelligence Support Division (HQ USAF/INXFM), 5113 Leesburg Pike, Suite 600, Falls Church, Virginia 22041-3230.
- The MAJCOM Manpower and Organization (block 26) is the 11th Support Wing, Plans Directorate (11th SPTW/XP), 1585 Air Force Pentagon, Washington DC 20330-1585, who will update the Unit Manning Document (UMD).

### 8.6. SAT Reporting Requirements.

8.6.1. **TDY Teams.** The team chief prepares the initial SAT report 30 days after arrival, a final report on mission completion (see formats at Attachments 35 and 36), and progress reports immediately on encountering difficulties that may impact the success and timeliness of the mission. When the TDY is less than 9 weeks, the initial and final reports may be combined and submitted at the end of the mission. The team chief must also debrief the SAO on mission completion.

8.6.2. **PCS Teams.** The team chief prepares the initial report 30 days after arrival (Attachment 35). During out-processing, the team chief must submit an end of tour report (Attachment 36). In addition, the team chief will submit progress reports immediately on encountering difficulties. The SAO will provide quarterly financial reports according to DoD Regulation 7000.14-R, Volume 15. The team chief must debrief the SAO on completion of his or her tour and will debrief the Line Manager or Case Manager, on request.

8.7. **Replacement of SAT Personnel.** If SAT personnel must be replaced, the transportation cost for replacement personnel is charged to the FMS case or IMET program. The Line Manager makes sure replacement action meets the scope of the program.

### Section B - Contractor Services

8.8. **Contractor Training Teams.** See AFJI 16-105 (formerly AFR 50-29) for guidance unique to training teams, including processing requests for training teams under the IMET program.

8.9. **Contractor Engineering Technical Services (CETS).** Policy and procedures for CETS are specified in AFI 21-110 (formerly AFR 66-18), unless separately addressed in the following paragraphs. CETS personnel provided under security assistance programs will be assigned to the SAO for administrative support. CETS consist of technical support, advice, and instruction in the installation, operation, and maintenance of weapons systems and equipment.

8.9.1. **Training CETS.** AFSAT is responsible for CETS when the primary task is training. Lines for these services are identified as FMS training services under generic code N00 in a system sale or "T" case.

8.9.2. **Other CETS.** AFSAC is responsible for CETS when the primary task is other than training. When CETS taskings include training, AFSAT will be consulted to ensure proper development of the contract SOW. Nontraining CETS are provided under a nontraining line item in a system sale or "G" case.

### 8.10. Relationships and Responsibilities.

8.10.1. **SAO.** The SAO will:

- Identify CETS requirements along with host country's security assistance requirements.
- Assist country in preparing the letter of request (LOR) which includes detailed information on the requirement for CETS. See Attachment 6 for a CETS checklist.
- Ensure that adequate facilities and resources to accomplish the mission are available before arrival of CETS representatives in-country.
- Coordinate support functions for CETS personnel with the applicable organization in-country including logistics support (lodging, transportation, communications equipment, facilities, etc.) if part of the CETS contract, before initiating CETS callup.
- Initiate callup of personnel for the CETS.
- Monitor CETS, to ensure personnel are used for the functions described in the LOA, Task Work Specification (TWS) or Statement of Work (SOW), and certify the monthly certificate of service (COS) through the MAJCOM contracting office.
- Brief all CETS personnel on local security matters.
- Issue AF Form 1292, Request and Authorization for Temporary Duty - Contractor Personnel, for CETS personnel for TDY required when in country to accomplish the CETS mission.
- Investigate serious incidents involving CETS personnel, including incompetence, and forward results to the Case and Line Manager.
- Evaluate effectiveness of CETS at the end of mission and provide feedback to the Case and Line Manager.
- Obtain an agreement with the host country on the diplomatic status of team personnel.
- Give administrative and clerical support.
- Obtain an agreement with the American Embassy for any administrative and logistic support to be provided CETS personnel (leasing housing, rental vehicles, etc.).

8.10.2. **Line Manager.** The Line Manager for CETS will:

- Obtain and provide LOAD for CETS through the MAJCOM contracting office.
- Ensure the requesting country or SAO provides sufficient information on the CETS requirement, including tasks to be accomplished by CETS personnel.
- Ensure the TWS or SOW is clear to ensure the mission is accomplished.
- Identify and schedule pre-departure orientation or training for CETS personnel, as required.
- Request amendments or modifications to the FMS case.
- Resolve CETS issues which may arise with the contractor through the MAJCOM contracting office.

**8.11. Privileges and Support for CETS Personnel.**

Contractor personnel providing field services under IMET will receive the same privileges and logistics support as contractor field services (CFS) funded by US Air Force appropriations. Support under FMS will not exceed that authorized in AFI 21-110 (formerly AFR 66-18) and will be limited to that included in the additional terms and conditions of the LOA. The TWS, Administrative Data Section, will reflect those privileges and logistics support to be provided to the CETS. The purchaser must pay all costs for the support of CETS.

**8.12. LORs for CETS.** The purchaser will send LORs for CETS that are predominantly training to AFSAT and follow-on CETS for other than training to the applicable AFSAC division. LORs for systems cases may include a request for a CETS line item.

**8.12.1. LOR Leadtime.** Purchasers should submit LORs for CETS at least 8 months before the desired in-place date and the anticipated technical predeployment training time.

**8.12.2. LOR Processing.**

**8.12.2.1.** For CETS under systems cases, the Case Manager sends the LOAD request to the implementing command. LOAD requests which include contractor training services will be coordinated with AFSAT.

**8.12.2.2.** The Line Manager staffs the LOAD through the MAJCOM contracting office and provides data to the Case Manager. The LOAD will include the cost of any predeployment US Government training and logistics support to be provided to the contractor personnel.

**8.13. LOAs for CETS.**

**8.13.1. LOA Preparation.** The TWS or SOW will be retained in the case file and a copy attached to the IPD, which is sent to the implementing command and SAO. The LOA must include supplemental conditions addressing safeguards for US Air Force contractor personnel.

**8.13.2. LOA Implementation.**

**8.13.2.1.** While the purchaser is processing the LOA for acceptance, the MAJCOM program office OPR prepares

the purchase request (PR), AF Form 255a, **Technical Services Requirements**, and the TWS or SOW based on data from the purchaser. The package is submitted to the MAJCOM contracting office for procurement action when the IPD is received.

**8.13.2.2.** PRs will be submitted to the MAJCOM contracting office to allow a minimum of 180 days leadtime to effect contractual coverage. Distribution of the resultant contract and callup of personnel for CETS will not occur until the LOA has been accepted, obligational authority approved, and the IPD received.

**8.13.2.3.** The Line Manager will issue implementing instructions to the SAO within 60 days after receipt of the IPD. A copy of the TWS or SOW will be attached. Copies of the implementing instructions will be provided to the applicable SAF/IA Country Director. The SAO must verify the availability of in-country support to be provided (which is addressed in the TWS or SOW).

**8.13.2.4.** The SAO will initiate callup of personnel for the CETS not less than 30 days before the desired in-place date.

**8.14. TDY of CETS Personnel.**

**8.14.1.** AF Form 1292, **Request and Authorization for Temporary Duty - Contractor Personnel**, authorizing TDY travel of CETS personnel will be issued for all CETS TDY funded under the IMET program. Use the most economical and effective modes of travel. If government transportation is not available, the SAO will provide a certification of nonavailability. CETS personnel will then obtain the required transportation to accomplish the mission and request reimbursement on the DD Form 1351-2, **Travel Voucher or Subvoucher**.

**8.14.2.** AF Form 1292 for CETS personnel funded under FMS will be issued for travel outside the country to which they are assigned. CETS personnel providing services to a customer country may travel within that country without TDY orders unless extenuating circumstances require TDY orders.

---

## Chapter 9

### MANAGEMENT INFORMATION SYSTEMS AND REPORTS

**9.1. Security Assistance Reports.** Security assistance reports provide data on FMS programs for Congress, Department of State, the National Security Council, Office of the Secretary of Defense, HQ US Air Force, and the purchasers. Following is a list of reports and their use.

**9.1.1. RCS: DSAA(M)1101, Financial Procedures Applicable to Military Procurement Agreement Between the United States and the Federal Republic of**

**Germany.** DoD Instruction 2110.32, *Foreign Military Sales Between the United States and the Federal Republic of Germany*, March 25, 1980, requires this report, as the result of the Military Procurement Agreement. (OPR: DFAS-DE/FBI)

**9.1.2. RCS: DD-I&L(SA)434, International Coproduction Projects and Agreements Between the United States and Other Countries and International**

**Organizations.** DoD Directive 2000.9, *International Co-Production Projects and Agreements Between the United States and Other Countries or International Organizations*, January 23, 1974, requires this report giving OASD the semiannual status of all formalized coproduction projects and agreements (prepared by SAF/IAQ), including pending agreements that will probably be finalized during the next year. The report briefly describes the project, its background, current production and status (including anticipated and approximate monetary return to the United States), current problems, and future major events. (OPR: SAF/IAQ)

9.1.3. **RCS: DSAA(A)1112, Recoupment of RDT&E Cost on Sales of US Government Products and Technology.** See DoD Regulation 7000.14-R, Volume 15 (OPR: SAF/FMBIS)

9.1.4. **RCS: DSAA(M)1118, Reporting Excess Defense Articles (EDA) Sold to Foreign Governments or International Organizations at Acquisition Cost.** The AECA and DoD Manual 5105.38-M (SAMM) require a quarterly report on excess defense articles sold to foreign governments or international organizations. The information submitted is as of the last day of the quarter and tracks EDA sales against the US Air Force allocation of the annual ceiling limitation in the AECA, Section 31. SAF/IA regional divisions and AFSAC divisions send feeder reports to SAF/IAXM who consolidates and sends them to DSAA by the 15th day of the following month after the end of each quarter. (OPR: SAF/IAXM)

9.1.5. **RCS: DSAA(Q)1138, Price and Availability (P&A) Report.** The AECA, Section 28, and DoD Manual 5105.38-M (SAMM) require a quarterly report which shows letter of offer and acceptance (LOA) data submitted or requests for FMS LOAs which need congressional review. The report is classified confidential. SAF/IA regional divisions and AFSAC divisions send feeder reports to SAF/IAXM who consolidates and sends them to DSAA by the 3rd day of the following month after the end of each quarter. (OPR: SAF/IAXM)

9.1.6. **RCS: DD-COMP(M)1517, FMS Detail Billing Report.** Each activity that delivers articles, performs a service, or trains personnel to support FMS programs prepares this report. Performing activities send delivery report transactions to DFAS-DE/I via CMCS. DoD Regulation 7000.14-R, Volume 15 provides instructions.

9.1.7. **RCS: SAF-IA(Q)7106, MILSTRIP Report.** This report gives the FMS purchaser and US Air Force agencies the quarterly status of delivery actions for each item on an FMS case until it is closed. It is made at the end of each fiscal quarter and gives the current supply status for each item ordered, plus cancellation or shipment status of orders closed during the quarter. The report is available to purchasers on request. AFM 67-1, Volume

IX, chapter 7, has reporting instructions. (No single OPR)

9.1.8. **RCS: SAF-IA(AR)7801, FMS Program Status.** US Air Force FMS management activities submit this report as directed by SAF/IA. Each tasking will usually be a one-time report of information available from existing management records and not available from other recurring reports. (OPR: SAF/IAXM)

9.1.9. **RCS: DSAA(Q)1146, Unexpired Leases of DoD Property of Any Value.** This is a quarterly report (DoD Manual 5105.38-M (SAMM), Chapter 12) of defense articles leased to foreign governments and international organizations. (OPR: SAF/IAXM)

9.1.10. **RCS: HAF-PRI(M)7113(DC), Foreign Trade Report (Section II).** AFSAC prepares and submits this report (required by the US Department of Commerce) which is for reporting FMS and MAP material. It is based on a DoD agreement with the Bureau of Census and waives the need to provide export licenses and shipper's export declarations for moving these shipments. (OPR: AFSAC/XM)

9.1.11. **RCS: DSAA(M)1288, Special Defense Acquisition Fund (SDAF).** US Air Force organizations with item management responsibility make this report for SDAF assets in storage. DoD Manual 5105.38-M (SAMM), Chapter 14, contains instructions for this report. US Air Force agencies send feeder reports to SAF/IAXM who consolidates and sends them to DSAA by the 10th day following the end of the reporting month. (OPR: SAF/IAXM)

**9.2. Case Management Control System (CMCS).** The CMCS is the official US Air Force FMS accounting system. It is a combination planning, logistics, financial, and management information system. It is for US Air Force and designated US Government agencies-use only and is not available to foreign customers. SAF/IA is the Program Manager for CMCS. Each command or organization must appoint a point of contact for CMCS matters such as training, user identifications, user manuals, etc. CMCS is divided into four major groups: Planning, Finance, Management, and Interface. The Planning systems are described below. Contact your organizational CMCS point of contact for information on the other groups.

9.2.1. **Document Preparation System (DPS).** SAF/IA, AFSAT, and AFSAC will use this system to create all US Air Force LOAs, amendments, and modifications.

9.2.2. **Case Profile System (CSP).** SAF/IA, AFSAT, and AFSAC will use this system to transmit FMS case data to the Defense Integrated Financial System (DIFS).

9.2.3. **Payment Schedule System (PAY).** SAF/IA, AFSAT, and AFSAC will use this system to prepare case payment schedules and termination liability worksheets.

9.2.4. **Price and Availability System (PAV).** This system is used by SAF/IA, AFSAT, AFSAC, and all

supporting MAJCOMs and organizations to prepare and process LOA data estimates for US Air Force-written

cases.

ROBERT D. BAUERLEIN  
Deputy Under Secretary International Affairs



## GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS AND TERMS

*References*

- AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures* (formerly AFR 57-1)
- AFI 10-1101, *Operations Security (OPSEC) Instructions*, May 1994
- AFI 16-106, *Processing Discrepancy Reports Against Foreign Military Sales Shipments* (formerly AFR 67-7)
- AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations* (formerly AFR 200-9)
- AFI 21-101, *Air Force Maintenance Management* (formerly AFR 66-1)
- AFI 21-110, *Engineering and Technical Services Management and Control* (formerly AFR 66-18)
- AFI 24-101, *Passenger Travel* (formerly AFR 75-8, Volume I)
- AFI 24-201, *Cargo Movement* (formerly AFR 75-1)
- AFI 24-202, *Preservation and Packing* (formerly AFR 71-9)
- AFI 24-204, *Preparing Hazardous Materials for Military Air Shipment* (formerly AFR 71-4)
- AFI 36-2110, *Assignments* (formerly AFR 36-20 and AFR 39-11)
- AFI 36-2202, *Managing and Conducting Military Training Programs* (formerly AFR 4-66)
- AFI 36-2605, *Air Force Military Personnel Testing System*, June 17, 1994
- AFI 38-204, *Programming USAF Manpower*, April 29, 1994
- AFI 51-303, *Patents* (formerly AFR 110-8)
- AFI 51-701, *Negotiating, Concluding, Reporting, and Maintaining International Agreements*, May 1994
- AFI 63-111, *Contractor Support for Systems and Equipment* (formerly AFR 800-21)
- AFI 64-103, *Leasing US Air Force Aircraft and Related Equipment to Nongovernment Organizations* (formerly AFR 70-10)
- AFI 65-503, *US Air Force Cost and Planning Factors* (formerly AFR 173-13)
- AFI 65-601V1, *US Air Force Budget Policies and Procedures* (formerly AFR 172-1V1)
- AFJI 16-104, *Administration and Logistics Support of Overseas SAOs* (formerly AFR 400-45)
- AFJI 16-105, *Joint Security Assistance Training* (formerly AFR 50-29)
- AFJI 16-106, *Processing Discrepancy Reports Against Foreign Military Sales Shipments* (formerly AFR 67-7)
- AFJI 24-405, *DoD Foreign Clearance Guide* (formerly AFR 8-5)
- AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment* (formerly AFR 71-4)
- AFM 67-1, *USAF Supply Manual*
- AFMCR 400-178, *Security Assistance Management Information System (SAMIS) W001 Users Manual*, October 31, 1988
- AFPD 16-1, *International Affairs*, August 16, 1993
- AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*, September 10, 1993
- AFPD 24-2, *Preparation and Movement of US Air Force* (formerly AFR 71-9)
- AFR 10-7, *Administrative Orders*, September 1986
- AFR 57-4, *Modification Approval and Management*, August 1987
- AFR 75-2, *Defense Traffic Management Regulation*, July 31, 1986
- AFR 76-28, *Non-US Government Rate Tariffs*, July 1975
- AFR 172-1, Volume 1, *USAF Budget Policies and Procedures*, October 1990
- AFR 800-14, *Lifecycle Management of Computer Resources in Systems*, September 1986
- Arms Export Control Act (AECA)*, Title 22, U.S.C., beginning with sections 2751
- Atomic Energy Act of 1954, as amended*
- DoD Directive 2000.9, *International Co-Production Projects and Agreements Between the United States and Other Countries or International Organizations*, January 23, 1974
- DoD Directive 2040.2, *International Transfers of Technology, Goods, Services, and Munitions*, January 17, 1984
- DoD Directive 2055.3, *Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel*, March 11, 1985
- DoD Directive 5410.18, *Community Relations*, July 3, 1974
- DoD Instruction 2110.32, *Foreign Military Sales Between the United States and the Federal Republic of Germany*, March 25, 1980
- DoD Instruction 5410.19, *Armed Forces Community Relations*, July 19, 1979
- DoD Instruction 7230.8, *Leases and Demonstrations of DoD Equipment*, February 16, 1995
- DoD Manual 4000.25-8-M, *Military Assistance Program Address Directory (MAPAD) System*, March 1993

DoD Manual 4160.21-M, *Defense Reutilization and Marketing Manual*, March 1990  
 DoD Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*, October 1, 1988  
 DoD Manual 5220.22-M, *Industrial Security Manual for Safeguarding Classified Information*, January 1991  
 DoD Regulation 4500.32-R, *Military Standard Transportation and Movement Procedures (MILSTAMP)*, March 1987  
 DoD Regulation 5200.1-R, *Information Security Program Regulation*, June 1986  
 DoD Regulation 5500.7-R, *Joint Ethics Regulation (JER)*, August 1993  
 DoD Regulation 7000.14-R, Volume 15, *Department of Defense Financial Management Regulation (Security Assistance Policy and Procedures)*, March 18, 1993  
*Foreign Assistance Act of 1961*, as amended, Title 22 U.S.C., beginning with Section 2151  
*Foreign Operations, Export, Financing, and Related Programs Appropriations Act, 1993*  
*Freedom of Information Act*  
*International Traffic in Arms Regulation (ITAR)*, October 1994  
*Joint Travel Regulation (JTR)*, Volume I (Uniformed Service Members); Volume II (Department of Defense Civilian Personnel)  
 MIL-STD-129, *Marking for Shipment and Storage*, June 15, 1993  
 MIL-STD-2073, *DoD Materiel Procedures for Development and Application of Packaging Requirements*, June 1991  
 TO 00-5-17, *US Air Force Computer Program Identification Numbering System (CPIN)*, October 1, 1994  
 TO 00-5-19, *Security Assistance Technical Order Program (Technical Manual)*, September 15, 1990  
 TO 00-25-107, *Maintenance Assistance*, December 15, 1990  
 TO 00-35D-54, *USAF Materiel Deficiency Reporting and Investigating System*, April 15, 1991  
 TO 2J-1-24, *Equipment Comprising a Complete Basic Gas Turbo Engine*, April 30, 1993  
 TO 2R-1-16, *Equipment Comprising Complete Reciprocating Type Aircraft Engine*, December 15, 1972

### ***Abbreviations and Acronyms***

#### ***Abbreviations and Acronyms***

#### ***Definitions***

ACC	Air Combat Command
ACC AOS/AOD	Air Combat Command, Air Operations Squadron, Aircraft Delivery Flight
ACC AOS/AODS	Air Combat Command, Air Operations Squadron, Aircraft Delivery Flight Support
ADP	Automatic Data Processing
AECA	Arms Export Control Act
AETC	Air Education and Training Command
AFAE	Air Force Acquisition Executive
AFB	Air Force Base
AFI	Air Force Instruction
AFIWC	Air Force Information Warfare Center
AFMAN	Air Force Manual
AFMC	Air Force Materiel Command
AFMCR	Air Force Materiel Command Regulation
AFMPC	Air Force Military Personnel Center
AFMPC/DPMR	Air Force Military Personnel Center, Director of Personnel Manpower Resources
AFMS	Air Force Manpower Standard
AFPD	Air Force Policy Directive
AFR	Air Force Regulation
AFSAC	Air Force Security Assistance Center
AFSAC/ROD	Air Force Security Assistance Center, Resource Management Office, Reports of Discrepancy Office
AFSAC/XM	Air Force Security Assistance Center, Process and Operations Directorate
AFSAC/XMO	Air Force Security Assistance Center, Process and Operations Directorate, Operations and Analysis Division
AFSAC/XMP	Air Force Security Assistance Center, Process and Operations Systems Management Directorate, Program Control Division

**Abbreviations and Acronyms****Definitions**

AFSAC/XXM	Air Force Security Assistance Center, Process and Operations Directorate, Process Management Division
AFSAT	Air Force Security Assistance Training (Squadron)
AFSC	Air Force Specialty Code
AFTO	Air Force Technical Order
AIA	Air Intelligence Agency
AIASA	Annual Integrated Assessment of Security Assistance
AIK	Aid-In-Kind
ALAN	Aircraft Landing Authorization Number
ALC	Air Logistics Center
AMC	Air Mobility Command
AMC FSS/FMBT	Air Mobility Command, Financial Services Squadron, Financial Management, Budget, DBOF Transportation Division
AOR	Area of Responsibility
APO	Air Post Office
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
ARM	Antiradiation Missiles
ASC	Aeronautical Systems Center
ASIP	Aircraft Structural Integrity Program
ASQV-JVIA-T-AS	HQ US Army Visual Information Center, Joint Visual Information Activity
ATD	Aircrew Training Devices
ATE	Automatic Test Equipment
AUTODIN	Automatic Digital Network
AWACS	Airborne Warning and Control System
C <sup>4</sup>	Command, Control, Communications, Computers, and Intelligence
CAD/PAD	Cartridge Actuated Device and Propellant Actuated Device
CAS	Contract Administrative Service
cc	Card Column
CCB	Configuration Control Board
CCBL	Collect Commercial Bill of Lading
CCI	Controlled Cryptographic Items
CCM	Command Country Manager
CCTS	Combat Crew Training Squadron
CE	Communications-Electronics
CETS	Contractor Engineering and Technical Services
CFE	Contractor-Furnished Equipment
CFR	Code of Federal Regulations
CFS	Contractor Field Services
CIP	Component Improvement Program
CLS	Contractor Logistics Support
CLSSA	Cooperative Logistics Supply Support Arrangement
CMCS	Case Management Control System
CMD	Catalog Management Data
COMPUSEC	Computer Security
COMSEC	Communications Security
CONUS	Continental United States
COS	Certificate of Service
CPCI	Computer Program Configuration Items
CPIN	Computer Program Identification Numbering
CRDA	Cooperative Research and Development Agreement
CRLCMP	Computer Resources Life Cycle Management Plan

CSP

Case Profile System

*Abbreviations and Acronyms**Definitions*

CSRD	Communication-Computer Systems Requirements Document
CSTCTO	Country Standard Time Compliance Technical Order
CSTO	Country Standard Technical Order
DAASC	Defense Automatic Address System Center
DAC	Designated Acquisition Command
DAO	Defense Accounting Office
DBOF	Defense Business Operations Fund
DCASR	Defense Contract Administration Services Region
DCS	Defense Courier Service
DDL	Delegation of Disclosure Letter
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS-DE	Defense Finance and Accounting Service, Denver Center
DFAS-DE/I	Defense Finance and Accounting Service, Denver Center, Deputate for Security Assistance
DIFS	Defense Integrated Financial System
DIS	Defense Investigative Service
DISAM	Defense Institute of Security Assistance Management
DLA	Defense Logistics Agency
DLA/CA/DLMSO	Defense Logistics Agency, Corporate Administration, Defense Logistics Management Standard Office
DLA/DAASC-LS	Defense Logistics Agency, Defense Automatic Address System Center, Logistic Division
DLIELC	Defense Language Institute English Language Center
DMA	Defense Mapping Agency
DoC	Department of Commerce
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoS	Department of State
DRMS	Defense Reutilization Marketing Service
DSAA	Defense Security Assistance Agency
DSAA/COMPT-FMD	Defense Security Assistance Agency, Office of the Comptroller, Financial Management Division
DSAA/OPS	Defense Security Assistance Agency, Operations Directorate
DSAA/OPS-MGT	Defense Security Assistance Agency, Operations Directorate, Management Division
DSM	Development Support Manager
DTC	Delivery Term Code
DTS	Defense Transportation System
DTSA	Defense Technology Security Administration
11th SPTW/XP	11th Support Wing, Plans Directorate
EA	Expenditure Authority
EA	Electronic Attack
EC	Electronic Combat
ECISAP	Electronic Combat International Security Assistance Program
ECL	English Comprehension Level
ECP	Engineering Change Proposal
EDA	Excess Defense Articles
EM	Electromagnetic
EML	Environmental Morale Leave
EOD	Explosive Ordnance Disposal
EP	Electronic Protection

EPD

Engineering Project Description

*Abbreviations and Acronyms**Definitions*

ES	Electronic Warfare Support
ESD	Estimated Shipping Date
ESP	Emergency and Special Program
ETSS	Extended Training Services Specialists
EW	Electronic Warfare
EWSIP	Electronic Warfare Standardization and Improvement Program
FAA	Foreign Assistance Act
FAA	Federal Aviation Administration
FAAS	Foreign Area Administrative Support
FAD	Force Activity Designator
FAR	Federal Acquisition Regulation (formerly Defense Acquisition Regulation (DAR))
FCF	Functional Check Flight
FCRC	Federal Contract Research Center
FDO	Foreign Disclosure Office
FDPO	Foreign Disclosure Policy Office
FEMR	Foreign Military Sales Excess Material Return
FLO	Foreign Liaison Officer
FMF	Foreign Military Financing
FMS	Foreign Military Sales
FMSMP	Foreign Military Sales Management Plan
FMSO	Foreign Military Sales Order
FOIA	Freedom of Information Act
FORDTIS	Foreign Disclosure and Technology Information System
FPO	Fleet Post Office
FY	Fiscal Year
FYDP	Future Years Defense Plan (formerly "Five Year...")
GAFS	General Accounting and Finance System
GBL	Government Bill of Lading
GFAE	Government-Furnished Aeronautical Equipment
GFE	Government-Furnished Equipment
GFM	Government-Furnished Material
GSA	General Services Administration
GSOMIA	General Security of Military Information Agreement
HQ	Headquarters
HQ 11th SPT Wg/DPJ	HQ 11th Support Wing, Joint Departmental Military Personnel
HQ ACC/DOSS	HQ Air Combat Command, Operations Support Division, Security Assistance Branch
HQ AETC	HQ Air Education and Training Command
HQ AFMC CES/CEY	HQ Air Force Materiel Command, Civil Engineering Squadron, Foreign Military Sales Branch
HQ AFMC/IA	HQ Air Force Materiel Command, Office of International Affairs
HQ AFMC/IAO	HQ Air Force Materiel Command, Office of International Affairs, Operations Branch
HQ AFMC/LGT	HQ Air Force Materiel Command, Transportation Division
HQ AFMC/LGTT	HQ Air Force Materiel Command, Transportation Division, Transportation Management Branch
HQ AFMC/SPP	HQ Air Force Materiel Command, Acquisition Security and Program Protection Division
HQ AFMC/XRC	HQ Air Force Materiel Command, Product and Materiel Group Division
HQ AIA	HQ Air Intelligence Agency

*Abbreviations and Acronyms**Definitions*

HQ AIA/LGSP	HQ Air Intelligence Agency, Supply and Transportation Division, Supply Policy and Procedures Branch
HQ AMC/TACC	HQ Air Mobility Command, Tanker Airlift Control Center
HQ USAF/CE	HQ US Air Force, Office of the Civil Engineer
HQ USAF/CVAI	HQ US Air Force, Office of the Vice Chief of Staff, Foreign Liaison Division
HQ USAF/IN	HQ US Air Force, Assistant Chief of Staff Intelligence
HQ USAF/INJ	HQ US Air Force, Assistant Chief of Staff Intelligence, Joint and Special Matters Division
HQ USAF/INXFM	HQ US Air Force Directorate of Plans, Policy, and Evaluation, Intelligence Support Division
HQ USAF/LG	HQ US Air Force, Deputy Chief of Staff for Logistics
HQ USAF/LGMM	HQ US Air Force, Deputy Chief of Staff for Logistics, Directorate of Maintenance, Maintenance Policy Division
HQ USAF/LGMY	HQ US Air Force, Deputy Chief of Staff for Logistics, Directorate of Maintenance, Weapon Systems Division
HQ USAF/LGSP	HQ US Air Force, Deputy Chief of Staff for Logistics, Directorate of Supply, Supply/Fuels Policy Division
HQ USAF/PE	HQ US Air Force, Directorate of Programs and Evaluation
HQ USAF/SCX	HQ US Air Force, Deputy Chief of Staff, Command, Control, Communications and Computers, Directorate of Plans and Policy
HQ USAF/SCXX	HQ US Air Force, Deputy Chief of Staff, Command, Control, Communications and Computers, Directorate of Plans and Policy, Policy Division
HQ USAF/XO	HQ US Air Force, Deputy Chief of Staff for Plans and Operations
HQ USAF/XOFE	HQ US Air Force, Deputy Chief of Staff for Plans and Operations, Directorate of Forces, Electronic Combat Division
IA	Implementing Agency
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
ICP	Inventory Control Point
ICRD&A	International Cooperative Research, Development, and Acquisition
IEMG	International Engine Management Group
IEMP	International Engine Management Program
ILS	Integrated Logistics Support
ILSP	Integrated Logistics Support Plan
IM	Inventory Manager
IMC	International Maritime Commission
IMET	International Military Education and Training
IMS	Inventory Management Specialist
INFOSEC	Information Security (combines COMSEC & COMPUSEC)
IPCOTS	In-Place Consecutive Overseas Tours
IPD	International Program Directive
IWIPS	International Weapons Item Projection System
JCS	Joint Chiefs of Staff
JSAT	Joint Security Assistance Training
JTR	Joint Travel Regulation
LDP	Language Designated Positions
LMC	Line Manager Code
LOA	Letter of Offer and Acceptance

LOAD

Letter of Offer and Acceptance Data

*Abbreviations and Acronyms**Definitions*

LOI	Letter of Intent
LOR	Letter of Request
LSC	Logistics Support Charge
LSE	Logistics Support Expense
LSP	Logistics Support Plan
LTD	Language Training Detachment
MAJCOM	Major Command
MAP	Military Assistance Program
MAPAD	Military Assistance Program Address Directory
MAPAF	Military Assistance Program Address File
MASL	Military Articles and Services List
MD	Mission Data
MDC	Maintenance Data Collection
MDE	Major Defense Equipment
MDEL	Major Defense Equipment List
MDR	Materiel Deficiency Report
MDS	Model, Design, or Series
MILDEP	Military Department
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIP	Materiel Improvement Program
MIPR	Military Interdepartmental Purchase Request
MOU	Memorandum of Understanding
MPA	Modification Proposal Analysis
MPS	Military Postal Service
MRP	Manpower Requirements Package
MS	Mission Sustainment
MTBF	Mean Time Between Failure
MTMC	Military Traffic Management Command
MTT	Mobile Training Team
MTTR	Mean Time To Repair
NAIC	National Air Intelligence Center
NACSI	National COMSEC Instruction
NATO	North Atlantic Treaty Organization
NDP	National Disclosure Policy
NIIN	National Item Identification Number
NIPARS	Nonstandard Item Parts Acquisition Repair System
NMCS	Not Mission Capable Supply
NOA	Notice of Availability
NRC	Nonrecurring Recoupment Costs
NSA	National Security Agency
NSA/CSS/I0422	National Security Agency, Central Security Service, Office of Programs and Acquisitions, Acquisition and Business Development Division, Foreign Military Sales Branch
NSN	National Stock Number
NSSC	Notice of Supply/Services Completion
O&M	Operation and Maintenance
OA	Obligational Authority
OAC	Operating Agency Code
OASD	Office of the Assistant Secretary of Defense

*Abbreviations and Acronyms**Definitions*

OASD/ISA	Office of the Assistant Secretary of Defense, International Security Affairs
OC-ALC/TILUF	Oklahoma City Air Logistics Center, Security Assistance Technical Order Data Systems Section, Logistics Support Division
OCR	Operational Change Request
OEM	Original Engine Manufacturer
OFP	Operational Flight Program
OJT	On-the-Job Training
OO-ALC/LIWF	Ogden Air Logistics Center, Armament Division, International Program Branch
OPR	Office of Primary Responsibility
OPSEC	Operations Security
O/SCMP	Operational/Support Configuration Management Procedures
OSD	Office of the Secretary of Defense
OUSD (A&T)	Office of the Under Secretary of Defense, Acquisition and Technology
P&A	Price and Availability
PATF	Program Activation Task Force
PAV	Price and Availability System
PC&H	Packing, Crating, and Handling
PCH&T	Packing, Crating, Handling, and Transportation
PCS	Permanent Change of Station
PD	Presidential Determination
PD&E	Provisioning, Documentation and Effort
PDM	Programmed Depot Maintenance
PDUSD-L/ADUSD-L/TP	Principal Deputy Under Secretary of Defense Logistics, Assistant Deputy Under Secretary of Defense Transportation Policy
PEC	Program Element Code
PEM	Program Element Monitor
PEP	Personnel Exchange Program
PICA	Primary Inventory Control Activity
PIP	Phase-In-Period
PMD	Program Management Directive
PME	Precision Measurement Equipment
PMP	Program Management Plan
PMR	Program Management Review
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oils, and Lubricants
PR	Purchase Request
QOL	Quality of Life
R&M	Reliability and Maintainability
RAD	Required Availability Date
RCN	Reports Control Number
RCS	Report Control Symbol
RDT&E	Research, Development, Test and Evaluation
RESHIP	Report of Shipment
RFP	Request for Proposal
ROD	Report of Discrepancy
SA-ALC/LT	San Antonio Air Logistics Center, Cryptologic Management Directorate

*Abbreviations and Acronyms**Definitions*

SA-ALC/LTRM	San Antonio Air Logistics Center, Air Force Cryptologic Management Directorate, Foreign Military Sales Branch
SAAC	Security Assistance Accounting Center
SAAM	Special Assignment Airlift Mission
SAF	Secretary of the Air Force
SAF/AAZ	Secretary of the Air Force, Office of the Administrative Assistant, Directorate for Security and Special Programs
SAF/AQ	Assistant Secretary of the Air Force for Acquisition
SAF/AQC	Assistant Secretary of the Air Force for Acquisition, Deputy Assistant Secretary (Contracting)
SAF/AQCP	Assistant Secretary of the Air Force for Acquisition, Deputy Assistant Secretary (Contracting), Pricing and Contract Admin Division
SAF/AQPT	Assistant Secretary of the Air Force for Acquisition, Director (Fighter, C2 and Weapons Programs), Combat Systems Division
SAF/FMB	Office of the Assistant Secretary of the Air Force (Financial Management and Comptroller), Deputy Assistant Secretary (Budget)
SAF/FMBIS	Office of the Assistant Secretary of the Air Force (Financial Management and Comptroller), Deputy Assistant Secretary (Budget), Directorate of Budget Investment, Security Assistance
SAF/FMC	Office of the Assistant Secretary of the Air Force (Financial Management and Comptroller), Deputy Assistant Secretary (Cost and Economics)
SAF/GCI	Secretary of the Air Force, Office of the General Counsel, Deputy General Counsel for International Affairs
SAF/IAD	Deputy Under Secretary of the Air Force (International Affairs), Disclosure Division
SAF/IADM	Deputy Under Secretary of the Air Force (International Affairs), Disclosure Division, Munitions License Branch
SAF/IADP	Deputy Under Secretary of the Air Force (International Affairs), Disclosure Division, Policy Branch
SAF/IAQ	Deputy Under Secretary of the Air Force (International Affairs), Armaments Cooperation Division
SAF/IAW	Deputy Under Secretary of the Air Force (International Affairs), Weapons Division
SAF/IAWO	Deputy Under Secretary of the Air Force (International Affairs), Weapons Division, Oversight Branch
SAF/IAX	Deputy Under Secretary of the Air Force (International Affairs), Policy Division
SAF/IAXM	Deputy Under Secretary of the Air Force (International Affairs), Policy Division, Management Branch
SAMIS	Security Assistance Management Information System
SAMM	Security Assistance Management Manual
SAMR	Security Assistance Management Review
SAO	Security Assistance Organization
SAPM	Security Assistance Program Manager
SAT	Security Assistance Team
SATODS	Security Assistance Technical Order Distribution System
SCE	Service Cryptologic Element
SDAF	Special Defense Acquisition Fund
SDD	Standard Delivery Date
SERD	Support Equipment Recommendation Data
SF	Standard Form
SMCA	Single Manager Conventional Ammunition
SOFA	Status of Forces Agreement

SON

Statement of Need

**Abbreviations and Acronyms****Definitions**

SOS	Special Operations School
SOW	Statement of Work
SPD	System Program Director
SPM	System Program Manager
SPO	System Program Office
SPR	Software Problem Report
SPT	System Planning Team
SRID	Senior Rater Identification Number
SSM	System Support Manager
SST	Site Survey Team
TAC	Type of Address Code
TAC	Transportation Account Code
TAFT	Technical Assistance Field Team
TAT	Technical Assistance Team
TBC	Transportation Bill Code
TBD	To Be Determined
TCG	Technical Coordination Group
TCM	Technical Coordination Meeting
TCP	Technical Coordination Program
TCTO	Time Compliance Technical Order
TDP	Technical Data Package
TDY	Temporary Duty
TMDE	Test Measurement and Diagnostic Equipment
TO	Technical Order
TODO	Technical Order Distribution Office
TRC	Technology Repair Center
TWS	Task Work Specification
UAF	Unit Authorization File
ULO	Unliquidated Obligation
UMD	Unit Manning Document
UMMIPS	Uniform Materiel Movement and Issue Priority System
UND	Urgency of Need Designator
UPS	United Parcel Service
UPT	Undergraduate Pilot Training
US	United States
USFAWC/36ETS	US Air Force Air Warfare Center, 36 Engineering Test Squadron
USAFSOS/EDR	US Air Force Special Operations School, Regional Affairs Division
USG	United States Government
USPS	United States Postal Service
WR-ALC/LNI	Warner-Robins Air Logistics Center, Electronic Warfare Directorate, International
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation
WRM	War Reserve Materiel
WSLO	Weapon System Logistics Officer

**Terms Explained**

**NOTE:** DoD Manual 5105.38 (SAMM) contains additional terms.

**Acquisition Leadtime.** See procurement lead time.

**Administrative Leadtime.** The time interval between initiation of procurement action and letting of contract or placing of order.

**Air Force Security Assistance Management Review (AFSAMR).** Review of all US Air Force cases with a single foreign entity called by SAF/IA Country Director. The SAF/IA Country Director may delegate this function to AFSAC. General officer attendance depending on the rank of the foreign attendees. Chaired by the senior person from the organization calling the review. Time and location are determined by the Division Chief or Director.

**Air Force Program Management Review.** Periodic review of a single security assistance program called by the SAPM. Normally, this review will include a representative of the foreign country; the SAF/IA Country Director will attend. Time and location are determined by the SAPM in coordination with the Case Manager.

**Articles.** Items of supply or equipment requested or provided under Foreign Military Sales (FMS) procedures.

**Case Manager.** The Case Manager is responsible for the case, from receipt of the letter of request (LOR) to final case closure. Case Managers are assigned to SAF/IA, AFSAC, AFSAT.

**Command, Control, Communications, and Intelligence (C<sup>4</sup>I).** The integration of systems and processes that in combination allow the exercise of authority and direction by commanders, supported by communications and computer systems and exploiting intelligence information, to direct combat operations.

**Consumable.** A "throw-away" item (stock fund) used in repairing systems and equipment. Repair parts are not subject to repair at depot level.

**Contract Administration Services (CAS).** All actions completed in or near a contractor's plant for the benefit of the government, needed to perform a contract or to support the buying organization (see FAR, 42.3). Among the more significant functions performed by field contract administration services components are: Quality Assurance; Contract Administration (including contract terminations, plant clearance, disposal, and property administration); Production and industrial resources; Transportation; Industrial Security; and Contract Audit.

**Contractor Engineering and Technical Services (CETS).** Services performed by a contractor including liaison or advice to country defense personnel in the installation, operation, maintenance, and logistics support of the weapon system or equipment. Services provided usually result in conveying knowledge to country personnel and generally are with the manufacturer of the equipment or weapon system.

**Contractor-Furnished Equipment (CFE).** Standard items of hardware, electrical equipment, and other standard production or commercial items furnished by a prime contractor.

**Country Director.** The SAF/IA Country Director is the principal US Air Force point-of-contact for all international activities within an assigned country. The SAF/IA Country Director develops and integrates US Air Force policy guidance, monitors the politico-military environment, and advises the Deputy Under Secretary for International Affairs on the implementation of all international programs within his or her area of responsibility. Country Directors are only assigned within SAF/IA.

**Defense Transportation System (DTS).** That portion of the Nation's transportation infrastructure that supports Department of Defense common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the Department of Defense.

**Delivery Forecast.** Estimates of deliveries under obligation against procurement from appropriated or other funds

**Delivery Term Code (DTC).** A code prescribed in the LOA and shown in the requisition that indicates the point within the transportation cycle where responsibility for movement passes from the US government to the purchaser country.

**Depot Field Team.** A team of maintenance personnel equipped with special tools and equipment needed to complete depot-level modification and maintenance or emergency organization and field maintenance at operational bases. Teams may be composed of either US government or US government contractor personnel.

**Depot Level Maintenance (DLM) Support.** Maintenance and modification work requiring special skills, tools, equipment, and facilities available only at US government depots or US government contractors' facilities. This support may also include organizational and field-level maintenance, or modification work that is mission essential but cannot be completed using a purchaser's resources.

**Depot Maintenance, Air Force Industrial Fund.** A funding method for depot-level maintenance operations which provides initial working capital and allows recovery of operating costs through the sale of products or services.

**Direct Sale.** Commercial sale of equipment, materiel, or services developed with DoD appropriations or funds directly to a foreign government or international organization for military uses.

**Distribution Code Number.** A code number assigned to a specific foreign government indicating the shipping address. It identifies publications sold under a Foreign Military Sales (FMS) case.

**Embedded Computer Resource.** Automatic data processing equipment (ADPE) integral to a non-ADPE system in design, procurement, and operations.

**Embedded Computer Systems (ECS).** A computer system integral to an electromechanical system. For example, combat weapon system, tactical system, aircraft, and certain command and control systems. ECS differs from automatic data processing systems (ADPS) primarily in its acquisition, development, and operation.

**Engineering Change Proposal (ECP).** This document is used to propose any changes to an item, facility, part, etc. (delivered or to be delivered), which require revision to: the contract specifications or engineering drawings; or the reference documents approved or authorized for applicable items under government contracts.

**Engineering Requirements Plan (ERP).** The ERP is a communications-electronics (CE) technical document prepared by the overseas Security Assistance Organization (SAO) or country Air Force. This plan translates preliminary technical survey reports. It also translates other supplemental information into engineering construction, installation and supply, and training data to serve as a basis for planning, programming, and implementing a complete and operational CE facility or system.

**Excess Defense Article (EDA).** Defense articles owned by the US government and not purchased in anticipation of military assistance or sales requirements. EDAs are in excess of the approved force acquisition objective and approved force retention stock of all DoD components at the time such articles are dropped from inventory by the supply agency for delivery to countries or international organizations.

**Extended Training Service Specialist (ETSS) Team.** A team of one or more US government personnel sent on a permanent change of station assignment to a foreign nation to give instructions. An ETSS has a specific training function (for example, flying, maintenance, and operation) and is assigned in country for a period of usually 1 year or longer. An ETSS may be either US government military or civilian employees.

**Follow-on Support.** See sustainment.

**Force Activity Designator (FAD).** A Roman numeral (I to V) assigned by the Joint Staff, to show the mission essentiality of a unit, organization, installation, project, or program to meet national objectives.

**Foreign Liaison Officer (FLO).** An official representative, either military or civilian, from a foreign government or international organization stationed in the United States to manage or monitor security assistance programs. FLO duties also may involve managing other affairs of the foreign government or international organization, as authorized by SAF/IAD.

**Foreign Military Sales (FMS).** That portion of US security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred.

**Foreign Military Sales (FMS) Administrative Budget.** This budget covers expenses related to sales negotiations, case implementation, administering Reports of Discrepancy, correcting deficiencies or damage to items sold, program control, computer programming, accounting and budgeting, and administering FMS cases.

**Foreign Military Sales (FMS) Development Program.** An FMS acquisition program that requires development, systems engineering, and systems integration of new major weapons. Approved programs are directed to SAF/AQ for implementation according to DoD 5000- and Air Force 800-series directives and regulations.

**Foreign Military Sales (FMS) System Acquisition.** The process of supplying aircraft, missile, or communication-electronics systems, including all logistical and training support, to a foreign customer using procurement rather than stock items or excess defense articles. Approved programs are directed to SAF/AQ for implementation according to DoD 5000- and Air Force 800-series directives and regulations.

**Freight Forwarder.** The purchaser's agent for completing or controlling Foreign Military Sales (FMS) materiel shipments from continental United States (CONUS) or third countries to the purchaser's destination. This is usually a licensed international broker or agent.

**Government-Furnished Aeronautical Equipment (GFAE).** Equipment furnished by the US government to a contractor or a US government activity for installing in, or in support of, the aeronautical system during production, conversion, or modification.

**Information Security (INFOSEC).** Services and support consisting of both communications security (COMSEC) and computer (automatic data processing (ADP)) systems security (National COMSEC Instruction (NACSI) 6001).

**Initial Provisioning.** The process of determining the range and quantity of items (that is, spares and repair parts, special tools, test equipment, and support equipment) required to support and maintain an item for an initial period of service. Its phases include the identification of items of supply; the establishment of data for catalog, technical manual, and allowance list preparation; and the preparation of instructions to assure delivery of necessary support items with related end articles.

**Initial Spares Support List (ISSL).** A list of spares, repair parts, and quantities required for organizational and field maintenance initial support of an end item. Quantities for ISSLs must equal the initial base stockage objective.

**Integrated Weapon System Management (IWSM).** A cradle-to-grave management system under a single system program director (SPD) for the life of a weapon system.

**International Military Education and Training (IMET).** Formal or informal instruction provided to foreign military students, units, and forces on a nonreimbursable (grant) basis by offices or employees of the United States, contract technicians, and contractors. Instruction may include correspondence courses; technical, educational or informational publications; and media of all kinds.

**Inventory Management Specialist (IMS).** An individual within the organization of an inventory control point assigned management responsibility for one or more specific items of material.

**Letter of Intent (LOI).** A document used to begin actions to obtain long-lead items before LOA acceptance.

**Letter of Offer and Acceptance (LOA).** The US DoD document used to offer articles, services, or military construction for sale to foreign governments or international organizations.

**Letter of Offer and Acceptance Data (LOAD).** Data collected for use on a letter of offer and acceptance (LOA). LOAD is sufficiently accurate for planning and budgeting purposes.

**Letter of Request (LOR).** A letter, message or diplomatic note requesting articles, services, or military construction through Foreign Military Sales (FMS).

**Life of Type.** The period that the equipment is expected or scheduled to remain operational and in need of logistics support.

**Line Manager.** The Line Manager is responsible for directing actions to provide all articles and services within a specific line of a letter of offer and acceptance (LOA) or lease. The Line Manager has the authority to work directly with supporting activities to meet these responsibilities.

**Loan.** An agreement temporarily transferring possession and use of a defense article not acquired with military assistance funds to a foreign government or international organization. This transfer is made with no rental charge to the transferee, with the US military department transferor being reimbursed from Military Assistance Program (MAP) funds, subject to and under authority of the Foreign Assistance Act of 1961, section 503, as amended. Loans may be made only to foreign governments or international organizations that are eligible for MAP.

**Major Item.** A complete assembly designed to perform a specific function within itself that has significant impact on mission accomplishment (for example, aircraft, heavy radar equipment, vehicles, and support equipment (SE)) as distinguished from an individual part or component.

**Military Articles and Services List (MASL).** A DSAA listing which shows generic code, 13-place MASL identification, description, major Defense equipment (MDE) code, and weapons or weapons-related code. The training MASL is used for IMET and Foreign Military Sales (FMS) training. This MASL contains a seven-place training MASL identification, availability, price and course duration information.

**Military Assistance Program (MAP).** That portion of US security assistance authorized by the Foreign Assistance Act of 1961, as amended, which provides defense articles and services to recipients on a nonreimbursable (grant) basis.

**Military Assistance Program Address Directory (MAPAD).** A DoD directory with addresses required for releasing Foreign Military Sales shipments and related documentation.

**Military Standard Requisitioning and Issue Procedure (MILSTRIP).** A uniform procedure established by the Department of Defense for use within the Department of Defense to govern requisition and issue of materiel within standardized priorities.

**Mobile Training Team (MTT).** A team consisting of one or more US military or civilian personnel sent on temporary duty, often to a foreign nation, to give instruction. The mission of the team is to train indigenous personnel to operate, maintain, and employ weapons and support systems, or to develop a self-training capability in a particular skill. the National Command Authorities may direct a team to train either military or civilian indigenous personnel depending upon host nation requests.

**National Stock Number (NSN).** The 13-digit stock number replacing the 11-digit Federal Stock Number. It consists of the 4-digit Federal Supply Classification Code and the 9-digit National Item Identification Number. The National Identification Number consists of a 2-digit National Codification Bureau number designating the central cataloging office of the NATO or other friendly country which assigned the number and a 7-digit (XXXXXXX) nonsignificant number.

**Nonstandard Article.** An item that is not included in DoD inventory or not procured for regular use by the DoD. Standard items of equipment that are modified so they are no longer interchangeable with like items are also considered nonstandard. Any hardware article that Department of Defense does not actively manage for its own use.

**Not Mission Capable Supply (NMCS).** Material condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to a supply shortage.

**Packaging.** The processes and procedures used to protect materiel from damage or deterioration during transit or storage. It includes cleaning, drying, preserving, packing, crating, marking, and unitization.

**Pen and Ink Change.** A change to a letter of offer and acceptance (LOA) or an amendment authorized by the LOA preparing agency. Such changes are made before the purchaser accepts the LOA or amendment.

**Phased Provisioning Concept.** Deferment of large quantity acquisitions of selected support items until operational programs and design configuration of equipment become stabilized or in-service usage experience can be compiled, analyzed, and applied in making acquisition decisions.

**Port of Debarkation (POD).** The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

**Port of Embarkation (POE).** The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and nonunit requirements, it may or may not coincide with the origin.

**Price and Availability (P&A) Data.** Estimates developed using available information, standard military department factors and formulas in the absence of a pricing study. They are used for planning or review purposes only and are not considered valid for preparing an LOA.

**Procurement Leadtime.** The interval in months between the initiation of procurement action and receipt into the supply system of the production model (excludes prototype) purchased as the result of such actions and is composed of two elements, production leadtime and administrative leadtime.

**Production Leadtime.** The time interval between the placement of a contract and receipt into the supply system of materiel purchased.

**Program Activation Task Force (PATF).** US Air Force technicians temporarily located in the host country to direct and coordinate the actions of all organizations that take part in activating in-country ground C<sup>4</sup>I facilities or systems implemented under Foreign Military Sales (FMS) procedures.

**Program Management Review (PMR).** Periodic review between the system program office (SPO) and system program manager (SPM) with the US Air Force contractor. A PMR may include representatives of the US Air Force security assistance management office and the purchaser involved. Normally, Case and Line Managers will represent the security assistance community. Time and location are determined by the SPO or SPM.

**Publications (Air Force).** Technical orders, US Air Force stocklists, DoD federal supply catalogs, and related cataloging publications; standard publications; equipment allowance documents; departmental forms; engineering drawings; specifications; standards; and related publications.

**Purchaser.** A foreign country or international organization that the President determines to be eligible to make purchases under the Arms Export Control Act (AECA).

**Quality Assurance (QA).** Those actions taken by the government to assure that services meet the requirements in the statement of work.

**Reparable Item.** An item that can be reconditioned or economically repaired for reuse when it becomes unserviceable. For the purposes of this regulation, a reparable item is the same as an investment item.

**Security Assistance.** Group of programs authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended, or other related statutes by which the United States provides defense articles, military training, and other defense-related services, by grant, loan, credit, or cash sales in furtherance of national policies and objectives.

**Security Assistance Management Review (SAMR).** OSD meeting to review security assistance with foreign entity. US Air Force OPR is SAF/IA. Attendance of SAF/IA Regional Division Chief, AFSAC Director, AFSAT Training Operations Division Chief, or a general officer depends on the rank of foreign attendees. Time and location are determined by DSAA.

**Security Assistance Program Manager (SAPM).** The SAPM is normally in the organization with the predominant implementation responsibilities. The SAPM is responsible for letter of request (LOR) evaluation, obtaining letter of offer and acceptance (LOA) data (LOAD), and program execution and implementation as set forth in the International Programming Directive (IPD) or Program Management Directive (PMD).

**Site Survey Team (SST).** A team organized to look carefully at a proposed system sale on-site for sales of production or inventory assets; requires a detailed, after-action report.

**Staging.** Gathering materiel or equipment at one location for the purpose of control and to ensure its adequacy and availability. Staging may be conducted to ensure (besides the check of materiel) that delivery to a recipient from one point is practical.

**Standard Item.** An item acquired and managed for general DoD use, and for which support or replacement items are usually maintained in DoD stocks.

**Support Equipment.** Includes all equipment required for support, except that which is an integral part of the mission equipment. It does not include any of the equipment required to perform mission operation functions. Support equipment includes tools; test equipment; automatic test equipment (when the automatic test equipment is accomplishing a support function); organizational, field, and depot support equipment; and related computer programs and software.

**Sustainment.** The provision of personnel, logistic, and other support required to maintain and prolong operations or combat until successful accomplishment or revision of the mission or of the national objective.

**System Program Director (SPD).** The single Air Force manager designated by the PEO/DAC who is ultimately responsible and accountable for decisions and resources in overall program execution of a military system.

**System Program Office (SPO).** The technical, administrative, and business management personnel assigned full time to a system program director. The office may be augmented with additional personnel from participating organizations. In the security assistance context, the SPO is the single Air Force manager designated by AFMC to manage a weapons system.

**Technical Assistance.** Advice, assistance, and training pertaining to the installation, operation, and maintenance of equipment.

**Technical Assistance Field Team (TAFT).** DoD personnel deployed on a Permanent Change of Station assignment to a foreign country to provide technical support, other than training, on specific equipment, technology, weapons, and supporting systems.

**Technical Assistance Team (TAT).** DoD personnel deployed to a foreign country in a TDY status to place into operation, maintain, or repair equipment under Foreign Military Sales (FMS) or grant aid programs.

**Technical Data.** Specifications, standards, engineering drawings, instructions, reports, manuals, tabular data, and test results used to develop, produce, test, use, maintain, and dispose of military items, equipment, and systems.

**Technical Data Package (TDP).** Production designs, drawings, specifications, models, manufacturing techniques and details, and similar information (excluding information associated with research, development, testing and evaluation (RDT&E)) necessary for a foreign government to manufacture, or have manufactured, military equipment and repair parts.

**Technology.** Information of any kind that can be used (or adapted for use) in designing, producing, manufacturing, using, or reconstructing articles or materiel. The data may take a tangible form, such as a scale model, prototype, blueprint, or an operating manual, or it may take an intangible form such as technical advice.

**Uniform Materiel Movement and Issue Priority System (UMMIPS).** Department of Defense Regulation 4410.6 specifies incremental time standards for requisition, issue, and movement of materiel for DoD. The time standards apply to all transportation modes in peace and war and vary according to priority and ultimate destination of the shipment. The overseas shipment delivery time standards for priority 1 and 2 shipments are 4 days for Alaska, Hawaii, the Caribbean, North Atlantic, Northern Europe, Africa, and the Mediterranean; and 5 days for the Western Pacific.

**Urgency of Need Designator (UND).** A term accompanied by a capital letter (A through C) that establishes the pressure of necessity for the acquisition of a resource. UND A represents a compelling necessity, the lack of which has caused or will cause a mission failure; UND B denotes a need that has or will cause mission impairment; UND C establishes routine timeframes. Commanding officers must authenticate all UND A demands. UNDs are used in conjunction with the assigned force activity designators to establish a positive resource demand priority, based on mission importance and the pressure of necessity.

**Weapon System.** A combination of one or more weapons with all related equipment, materiel, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

**Weapon System Logistics Officer (WSLO).** An individual at an operational base in-country representing the system program director (SPD) to help the support base and user activities resolve logistics support problems that relate to the weapon system. This individual may also provide incidental, nonessential, opportune, over the shoulder, on-the-job training in logistics.



**TYPES OF US AIR FORCE FMS CASES**

<b>First Position of the Case Designator</b>	<b>Articles or Services</b>	<b>Who Prepares the LOA</b>
A	Munitions, single command only (such as ammunition, bombs, rockets) -- defined order	AFSAC
B	Reserved	
C	Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD) -- defined order	AFSAC
D	Systems sales of communications equipment (i.e., C <sup>4</sup> I) and facilities. The "D" case may include the end-item, spare parts, support equipment, services, delivery, training, facilities, etc. -- defined order	SAF/IA
E	Support equipment -- blanket order	AFSAC
F	Training films, film strips, and other audiovisual equipment (bulk unexposed film is obtained under a "K" or "R" case) -- defined or blanket order	AFSAC
G	Technical services under AFMC cognizance (US Air Force or contractor) -- defined or blanket order	AFSAC
H	Transportation service, other than ferrying -- defined order	AFSAC
J	Reserved for use on Special Defense Acquisition Fund (SDAF) cases written by the US Air Force using a "Q" code in the case identifier to specify DSAA as the implementing agency -- defined order	SAF/IA AFSAC
K	Follow-on (or sustainment) spares support under Cooperative Logistics Supply Support Arrangements (CLSSA). "KA"-- CLSSA FMS Order I (FMSO I), stock-level cases; "KB"-- CLSSA FMS Order II (FMSO II) -- blanket order	AFSAC
L	Equipment (such as support equipment vehicles, tools, shop equipment, test equipment, aircraft engines, etc.) -- defined order	AFSAC
M	Programmed depot and emergency repair overhaul and return or major items. Also covered are installation costs for modifications to such equipment when included as a repair or overhaul package -- defined or blanket order	AFSAC
N	Multi-Command and special support cases. Includes complex technical assistance, complex or dedicated training, intelligence programs, specific overseas coverage, aircraft ferry, ferry support, or other cases requiring special treatment and handling -- defined or blanket order	SAF/IA
O	Information security (INFOSEC) cases -- defined order	AFSAC
P	Publications (such as instructions, manuals, stocklists, technical orders (TO), engineering drawings, computer data products) -- defined or blanket order	AFSAC
Q	System sale for logistics support under AFMC cognizance. May include trucks, computer systems, etc. -- defined or blanket order	AFSAC
R	Spare parts -- blanket order	AFSAC
S	Aircraft system sales. Includes the aircraft, spares, spare parts, support equipment, services, delivery, training, etc. -- defined order	SAF/IA
T	Training (such as aircrew, technical, professional, specialist, on-the-job training mobile training teams, etc.) -- defined or blanket order	AFSAT

U	Pseudo cases for tracking non-FMS (e.g., Emergency Drawdowns, no-cost transfers, and other programs)	As Assigned
V	System modifications, both major and minor	AFSAC (If multi-commands involved or case has complexity of a system sale, it may be written by SAF/IA.)
W	Reserved	
X	Trust Fund Account. Used for purchaser holding accounts (not an FMS case)	DFAS-DE
Y	Missile systems	SAF/IA
Z	Leases under AECA, Chapter 6. Assigned for control and management only (not an FMS case)	SAF/IA

**OUTLINE FOR SYSTEM PLANNING TEAM OR SITE SURVEY TEAM REPORT**

SUBJECT: Survey Team Report Program for PEACE

TO: Director of Military Assistance and Sales (Country Rep)

I. General:

- A. Purpose of survey
- B. Purchaser Air Force capabilities, concepts, plans, and limitations related to this survey
- C. Dates
- D. Team members
- E. Places visited
- F. Persons contacted

II. Background

III. Summary of activities (relates to attachments)

IV. Findings and recommendations (matches items on proposed offer and acceptance attachments)

Attachments:

1. Security and Releasability Disclosure Requirements

- Understanding by team members prior to leaving CONUS of classified hardware, software, and documentation needed to operate system
  - Status of purchasers most recent General Security of Military Information Agreement (GSOMIA)
  - Consideration of associated equipment, such as ECM pods, secure communication equipment, and munitions
- Identify any INFOSEC items involved

2. Aircraft System

- Suitability of proposed aircraft
- Need for optional items (Comm/Nav, Armament, Other)
- Modification of proposed configuration, if required
- Configuration control
- Need for detailed configuration conference

3. Operations

- Operational concept
- Location of bases
- Flying-hour program
- Proposed transition and continuation of flight training
- Field facilities such as runway, control tower, ramps, navigation aids, oxygen, fuel, and ammo storage
- Mode of operation, mission, control, and planning
- Pilot experience
- Ground crew experience
- Communications systems
- Cultural influences
- Host country defense organizational structure
- Host country defense budget
- Host country experience with system technologies

4. Training

- Aircrew/maintenance training concept (Host manpower capabilities, Host training capabilities, Host training facilities, Recommended training, Prerequisites)
- English language capability
- Mobile training sets (MTS)
- Simulators

- Milestone chart of required training (By host Air Force, By US Air Force)
- Host country technical training system
- Cultural influences
- Host country experience with system technologies

#### 5. Supply

- Present system
- Knowledge of US Air Force or DoD system
- Need for provisioning conference
- Required initial levels
- Transportation
- Weapon system logistics officer
- Reparable item capability
- Usable support equipment (SE) on hand
- Physical layout and adequacy of facilities
- Experience level of personnel
- Type of follow-on support
- Planned precision measurement equipment lab (PMEL) capability
- ILS elements of technical data, computer resources support, packaging, handling, storage, and design interface
- Weapon system life cycle costs
- Repair cycle times
- Cultural influences
- Host country defense budget
- Commercial power quality

#### 6. Maintenance

- Definition of maintenance concept (Location, Current capabilities and levels, Planned capabilities and levels)
- Manpower requirements (by specialty)
- Current level
- Proposed level
- Capability to meet proposed level
- Experience level of personnel
- Capability to track and accomplish modifications (include needed training in LOA)
- Physical layout and adequacy of facilities
- Supplemental FMS support needed (for example, engine overhaul and programmed depot maintenance (PDM))
- Contract technical services
- US Air Force technical assistance
- Cultural influences
- Host country defense budget
- Commercial power quality
- Host country experience with system technologies

#### 7. Foreign Military Sales (FMS)

- Knowledge of type of contract
- Knowledge of relationship between purchaser, US Air Force, and US Air Force contractor (for the FMS requirement)
  - Knowledge of types of FMS available
  - Knowledge of processing channels
  - Knowledge and use of reports, supply, and shipment status
  - Munitions needed
  - Use of freight forwarder and country transportation responsibilities
  - Knowledge of discrepancy reporting (claim) system
  - Types of financing
  - Cultural influences
- Integration with other FMS programs in host country

8. Milestones for the Formulation of the Management Plan (Include both initial system acquisition and at least the first 2 years of follow-on support)
9. Purchaser Responsibilities
10. Action Items

**NOTES:**

1. This outline should also be used for a CE system.
2. The responsibilities of the purchaser must be clearly shown in the report (for example, need for 60-cycle, 110-volt power; construction of controlled environmental lab; runway extension).

**GENERIC CASE DESIGNATOR CODES FOR PRICE AND AVAILABILITY (P&A)  
AND LETTER OF OFFER AND ACCEPTANCE DATA (LOAD) REQUESTS**

A4.1. For unclassified P&A requests, also include the correct country code and implementing agency (IA) (example, SR-D). The generic case designator must include at least one numeric. To ensure there is no duplication, both alpha and numerics were divided among the three organizations producing LOAs.

<u>Organization</u>	<u>Numerics</u>	<u>Alphas</u>
SAF/IA	1-300	A01-GZ
SAF/IAE		D01-D99 and DA1-DZ9
SAF/IAL		A01-A99 and AA1-AZ9
SAF/IAMA		H01-H99 and HA1-HZ99
SAF/IAMM		C01-C99 and CA1-CZ9
SAF/IAS		B01-B99 and BA1-BZ9
SAF/IAP		E01-E99 and EA1-EZ9
SAF/IAX		G01-G99 and GA1-GZ9
Reserved	300-350	I01-JZ9
AFSAC	351-800	K01-TZ9
AFSAT	801-999	U01-WZ9
Reserved	950-999	X01-ZZ9
Reserved		10A-9Z9

A4.2. For classified LOAD requests, a generic or pseudo-country code is used to work unclassified pricing data. No classified information will be entered in the Case Management Control System (CMCS). Pseudo-country codes will be used by organization as follows:

<u>Organization</u>	<u>Country Code</u>
SAF/IAE	X5
SAF/IAL	X1
SAF/IAM	X2
SAF/IAP	X3
SAF/IAS	X4
SAF/IAX	X6
AFSAC/GB	X7
AFSAC/EC	X8
AFSAT	X9

A4.3. Generic case identifiers will be used for pricing exercises by organization as follows:

<u>Organization</u>	<u>OAC</u>	<u>Generic Country Code</u>
SAF/IA	43	20
AFSAT	88	50
PACAF	74	47
AFSAC/XM	47	80
AFSAC/EC	47	81
AFSAC/GB	47	82
OC-ALC	47	36
OO-ALC	47	34
SA-ALC	47	37
SM-ALC	47	38
WR-ALC	47	35
AGMC	47	27
ASC	47	83
ESC	47	44
SMC	47	47

ACC	78	42
USAFE/LGX	80	18
USAFE/INV	80	19
AFSPC	83	11
45 SPW	83	45
AMC	65	43

**COMMUNICATIONS SYSTEM REQUEST CHECKLIST**

The following checklist is to be used by the FMS purchaser for all C<sup>4</sup>I systems. Include this checklist with the initial request for new, US Air Force inventory, and excess and US Air Force C<sup>4</sup>I equipment under FMS. Enter N/A if any item is not applicable.

A5.1. Purchaser-Project Security Classification. The US government normally handles all requests as unclassified on congressional notification or LOA acceptance.

A5.2. Purpose. Request for LOA, P&A, or LOA Data (circle one).

A5.3. Model Design, or Series (MDS).

A5.4. Quantity.

A5.5. Basic Configuration.

- Additions to basic (attach list).
- Deletions to basic (attach list).
- Option items to be separately priced.
- Changes to configuration. (Both optional items and those included in the item cost.)
- Specific computer program identification numbers, if known.

A5.6. Source Data.

- Inventory item (serviceable, reconditioned, or rehabilitated).
- Production.
- Development.

A5.7. Delivery Data (Schedule).

- First item at plant.
- Desired monthly production rate.
- Method of delivery (surface or airlift).
- Delivery by US government or purchaser.
- Desired in-country delivery rate (how many per month).

A5.8. Anticipated LOA Acceptance.

A5.9. Operational Concept.

- Roles of items (both primary and secondary).
- Number of locations (include number of items per location and anticipated utilization hours per month).
- Purchaser security considerations (include equipment to be used, TEMPEST, and secure communications).

A5.10. Maintenance Concept. (**NOTE:** AFI 21-101, *Air Force Maintenance Management* (formerly AFR 66-1) contains baselines for maintenance procedures.)

A5.10.1. Organizational and intermediate level:

- Number of sets of organizational support equipment.
- Number of sets of intermediate support equipment.

A5.10.2. Depot level:

- Number of sets of depot level support equipment.
- Number and identification of systems to be supported.

A5.10.3. Level and amount of required technical data.

A5.10.4. Assumptions regarding present maintenance capability and availability of existing facilities or equipment.

A5.10.5. If software support is required for embedded computer systems (ECS), complete applicable part of Attachment 12.

A5.10.6. Embedded computer resources support concept integration support facilities.

A5.11. Supply Concept. (**NOTE:** AFM 67-1 contains baselines for supply procedures.)

- Number of years initial spares should cover.

- Anticipated special requirements (identify).
- Planned flying hours--each aircraft, each month.

A5.12. Contractor Engineering and Technical Services (CETS). (**NOTE:** CETS requests must include information required for a "G" case. See Attachment 6 of this manual for a CETS checklist.)

- Number of persons required.
- Specialties required (for example, mechanical, electrical, and operations supply).
- Time period required for each person.
- Formal on-the-job training course required.
- Interim system support required during follow-on operations and maintenance.

A5.13. Weapon System Logistics Officer (WSLO) or System Acquisition Officer.

- Number required.
- Time required for each.

A5.14. Training Concept.

A5.14.1. Number or type of maintenance personnel requiring CONUS training (breakout by Air Force specialty code). (Identify variances between purchaser Air Force and US Air Force specialties; for example, weapon mechanic performs egress; avionics communications technician performs avionics navigation; host does not have fire control specialties).

- Student background.
- Training level desired (organizational, intermediate, or depot).
- Required CONUS completion date.

A5.14.2. US Air Force instructor maintenance mobile training teams (MTT) desired for training in-country.

- Description of training facilities.
- Number, composition, and duration of maintenance MTTs.
- Language qualification of host students.
- Availability of interpreters, if required.
- Training start date.
- Number of students to be trained.

A5.14.3. Training devices:

- Quantity.
- System simulators.
- Mobile training sets (maintenance).
- Other (attach description).

A5.15. Insurance.

- Purchaser will arrange own insurance.
- Ground and flight risk.
- High flight third party.
- Maritime.

A5.16. Quality Assurance.

- Air Force.
- Other services.
- Consultants.

A5.17. Test Measurement Diagnostic Equipment (TMDE) Calibration Services.

A5.18. System Installation and Integration by Contractor Personnel.

A5.19. Site Survey.

A5.20. Other Pertinent Remarks.

**CONTRACTOR ENGINEERING TECHNICAL SERVICES (CETS) REQUEST CHECKLIST**

(NOTE: See AFJI 16-105 (formerly AFR 50-29) for additional details required for training services.)

- A6.1. Description of Services to be Provided. (Overall summary of requirement and specific work tasks to be performed.)
- A6.2. Specific Type of Weapons, Equipment, or Systems. (For example, make and model and the major area or component with which assistance is needed.)
- A6.3. Desired In-Place Date and Duration. (Minimum leadtime is 210 days after receipt of LOR.).
- A6.4. Required Location for CETS.
- A6.5. Security Clearance Required.
- A6.6. Estimated Amount of TDY Each Month.
- A6.7. Logistics Support of CETS Personnel. (Availability of government housing, transportation, office space, etc.)
- A6.8. Taxes. (Any taxes levied by host country against CETS personnel; i.e. import, export, and personal income taxes, etc.)
- A6.9. Administrative Support of CETS Personnel. (Identify administrative support available from the Security Assistance Organization (SAO), such as communications for official use, typing support, etc.)
- A6.10. Sole Source Request. (If desired, must be justified to and approved by SAF/IA or AFSAC/CC as appropriate. See paragraph 4.19 of this manual for information on sole source requests.)
- A6.11. Additional Information.
- A6.11.1. Daily work schedule, estimated overtime, duty hours, workweek, vacation, and holidays (purchaser's).
  - A6.11.2. Unusual physical demands.
  - A6.11.3. Unusual climate conditions and country or community customs.
  - A6.11.4. Whether family members may accompany CETS personnel.
  - A6.11.5. Availability of medical and check-cashing facilities in-country.
  - A6.11.6. Other information which will be helpful to the contractor in selecting personnel.
- A6.12. SAO Point of Contact. (Indicate the name, grade, Defense Switched Network (DSN) and commercial telephone numbers, message and mailing addressees for the SAO.)
- A6.13. Interoperable Items. (Identify interoperable items with same or more capability than requested item.)
- NSN.
  - Description.
  - Unit Cost.
  - Applications.
- A6.14. Required Delivery Dates.
- Training.
  - Operational.
- A6.15. Urgency. (State urgency of requirement and advise of any work-around support.)
- A6.16. List Any Supporting Equipment Required. (i.e., tools, test sets, calibration, etc.)
- A6.17. Is there country test measurement diagnostic equipment (TMDE)?
- What level of TMDE?
  - Are TMDE spare parts available for repair of support equipment?

A6.18. Training Required.

- Mobile Training Team (MTT).
- CONUS skill and level.
- In-country skill and level.

A6.19. CETS.

- Number.
- Specialty.
- Duration.

A6.20. Technical Orders Required.

- Technical Order Numbers.
- Quantity.

A6.21. Other Requirements.

## A6.21.1. Fuel

- Diesel.
- Gas.
- JP-4.
- Other.

## A6.21.2. Type of connection for hydraulic lines.

## A6.21.3. Air Pressure.

- High and low.
- Type of connection.

## A6.21.4. Electrical.

- Voltage.
- Phase.
- Frequency.

**EXERCISE PARTICIPATION REQUEST CHECKLIST**

The FMS purchaser will use this checklist when requesting participation in a US Air Force exercise. If item in the checklist does not apply, enter N/A.

A7.1. Purchaser-Project Security Classification. The US government usually considers exercise requests to be unclassified unless the purchaser requests higher classification.

A7.2. Purpose. Request for LOA, price and availability (P&A), or LOA Data. (Specify one.)

A7.3. Exercise Name.

A7.4. Timing. Specify exercise dates, if known, desired timeframe, length of participation desired in weeks, and alternate dates, if applicable.

A7.5. Level of Participation Desired. (Specify unit deployment; aircrews and aircraft only; other.)

A7.6. Concept of Operations.

- Type and number aircraft deployed.
- Method of deployment.
- Number of pilots and aircrews.
- Number of sorties per day, hours per sortie.
- Mission roles. Identify amount of air-to-air and air-to-ground sorties desired. State whether all crews will participate in one or both missions. Assume aircraft will fly in groups of two.
- Minimum operational altitude desired.
- Number of maintenance personnel.

A7.7. Munitions. Include number required (each type) and whether they will be user-provided or purchased.

A7.7.1. If user-provided, include method of shipment and date.

- Technical orders in English are required before shipping and storing munitions, if items are not in the US Air Force inventory.
- English technical orders are required not later than 30 days before munitions arrival at exercise location.

A7.7.2. If requesting purchase, include quantity, fuzing, and suspension equipment arrangements.

A7.8. Mobile Training Team (MTT).

- Type, number of personnel, duration.
- Objectives.
- Location.
- Start date.

A7.9. Petroleum, Oils, and Lubricants (POL).

- Quantity.
- Credit card purchase or FMS. (A credit card may be used only if country has a reciprocal fuel support agreement with the US Government.)

A7.10. Spares. (Specify support required in detail.)

- Bench stock.
- Aircraft parts (national stock number (NSN), if known).

A7.11. Transportation. (Airlift Support)

- Onload and offload equipment support.
- Use of the Defense Transportation System (DTS) necessary. (Requires message request to DSAA.)

A7.12. Air Refueling.

A7.13. Other Support Required. (Specify in detail)

- Gun camera film quality, user provided or purchase.
- Fleet services required for transport aircraft.
- Customs.

A7.14. Administrative. (Billeting, Transportation) Participants are responsible for making their own billeting and transportation arrangements. A limited number of US Government vehicles may be available for official/flight line use only.

**INFORMATION SECURITY (INFOSEC) CHECKLIST**

A foreign government or international organization will provide the following information when requesting INFOSEC assistance.

A8.1. General nature and type of information to be processed (to include level of classification and the expected traffic load per cryptonet over a specified cryptoperiod).

A8.2. Proposed communications systems structure (e.g., type signals, intercommunication capability, switching methods, and operation procedures).

A8.3. Pertinent size, weight, or other operational constraints, as well as cost considerations.

A8.4. Information authentication (integrity) requirements.

A8.5. Need for site survey (include locations).

A8.6. Engineering planning data (schedules, facility security criteria, etc.).

A8.7. Identification of equipment at the communications security (COMSEC) interface (to include statement of availability of documentation to support US engineering assessment) (forward documents if possible).

A8.8. Need for installation, facility security tests, and checkout.

A8.9. Document translation.

A8.10. Description of and statement concerning logistics control system management and accounting system availability (to include the physical security aspects thereof).

A8.11. Emergency planning requirements.

A8.12. Operator or maintenance training needs.

A8.13. Level of repair capability.

A8.14. Statements as to whether or not access to requesting information of a technical nature (e.g., technical manuals, design specifications, interface control documents, etc.) is permitted or may be arranged.

**AIRCRAFT SYSTEM SALE REQUEST CHECKLIST**

The FMS purchaser will use the following checklist for all aircraft. If an item does not apply, enter N/A.

- A9.1. Purchaser-Project Security Classification. US government normally handles all requests as unclassified on congressional notification or LOA.
- A9.2. Purpose. Request for LOA, P&A, or LOA Data (circle one).
- A9.3. Aircraft Model, Design, or Series (MDS).
- A9.4. Quantity.
- A9.5. Basic Configuration.
- Additions to basic (attach list).
  - Deletions to basic (attach list).
  - Option items to be separately priced.
  - Changes to configuration. (Both optional items and those included in the item cost.)
  - Specific computer program identification numbers, if known.
- A9.6. Source Data.
- Inventory aircraft (Prepare for one time flight; serviceable, reconditioned, or rehabilitated.)
  - Production.
  - Development.
- A9.7. Delivery Data (Schedule).
- First aircraft at plant.
  - Desired monthly production rate.
  - Method of delivery (ferry, surface, or airlift).
  - Delivery by US government or purchaser.
  - Desired in-country delivery rate (how many per month).
- A9.8. Missiles, Bombs, Ammunitions, or Communications Systems.
- Type.
  - Quantity.
  - Initial spares.
  - Support equipment (standard or developmental).
  - Definitive list of make line item subject to provisioning conference.
  - Developmental system requirements.
- A9.9. Anticipated LOA Acceptance.
- A9.10. Operational Concept.
- Role of aircraft (Both primary and secondary.)
  - Number of Squadrons (Include number of aircraft per squadron and anticipated monthly flying hours per aircraft.)
  - Number of Main Operating Bases (MOB) (Number of squadrons at each MOB).
  - Number of Forward Operating Bases (FOB) (Number of aircraft to be supported at each FOB; Estimated time aircraft will be supported at each FOB; Mission to be performed at FOB; and Prepositioned support at FOB.)
- A9.11. Maintenance Concept. (**NOTE:** AFI 21-101 (formerly AFR 66-1) contains baselines for maintenance procedures.)
- A9.11.1. Organizational and intermediate level:
- Number of organizational support equipment sets.
  - Number of intermediate support equipment sets.
- A9.11.2. Depot level:
- Number of depot-level support equipment sets.
  - Identification of systems to be supported.
- A9.11.3. Level and amount of required technical data.
- A9.11.4. Assumptions regarding present maintenance capability and availability of existing facilities or equipment.
- A9.11.5. If software support is required for embedded computer support (ECS), complete applicable parts of Attachment 12.

A9.12. Supply concept. (**NOTE:** AFM 67-1 contains baselines for supply procedures.)

- Number of years initial spares should cover.
- Anticipated special requirements (identify).
- Planned flying hours--each aircraft, each month.
- War reserve material requirements.

A9.13. Contractor Engineering and Technical Services (CETS). (**NOTE:** CETS requests must include information required for a "G" case.)

- Number of persons required.
- Specialty required (for example, airframe, engine, avionics or supply).
- Time required for each person.

A9.14. Weapon System Logistics Officer (WSLO) or System Acquisition Officer.

- Number required.
- Time required for each.

A9.15. Training Concept.

A9.15.1. Number or type aircrew requiring CONUS training (pilot, navigator, electronic warfare officer, weapon system officer, flight engineer).

- Student background (type aircraft flown, number of hours, etc.).
- English language capability.
- Type mission to be qualified for: air-to-air, air-to-ground, all weather intercept, ferry, etc.
- Physiological training qualification.
- Date CONUS training to be completed.

A9.15.2. Number or type of maintenance personnel who require CONUS training (breakout by Air Force specialty code). (Identify variances between purchaser Air Force and US Air Force specialties; for example: weapon mechanic performs egress; avionics communications technician performs avionics navigation; host does not have fire control specialties).

- Student background (type aircraft or system).
- Training level desired: organizational, intermediate or depot. (Identify desires for contractor or US Air Force training.)
- Required CONUS completion date.
- English language capability.

A9.15.3. US Air Force instructor aircrew and maintenance mobile training teams (MTT) and Extended Training Services Specialists (ETSS) desired for training in-country.

- Number of aircrew MTT and duration.
- Description of flying training facilities, ranges, navigation aids.
- Number, composition, and duration of maintenance MTT.
- Language qualification of host students.
- Availability of interpreters, if required.
- Training start date.

A9.15.4. Training devices.

- Quantity.
- Weapon system simulators.
- Mobile training sets (MTS) (maintenance).
- Other (attach description).

A9.15.5. Security training to adequately protect US Air Force classified equipment and information.

A9.16. Insurance. Purchaser will arrange own insurance unless extenuating circumstances exist that justify a DSAA exception to policy.

A9.17. Quality Assurance.

- Air Force.
- Other services.
- Consultants.

A9.18. Test Measurement Diagnostic Equipment (TMDE) Calibration Services.

A9.19. Requirements for In-Country Surveys.

- Preliminary to LOA development.
- After LOA acceptance to help define support requirements.

A9.20. Preservation or Packaging Requirements.

A9.21. Requirements for In-Country Contractual Support.

- Type of support.
- Period of support.

A9.22. Facilities Beddown Requirements.

- Definition of requirements.
- Design and construction schedules.
- Information (as built) on facilities and utilities being modified.

A9.23. Requirements for Participation in US Air Force Programs.

A9.24. Automated Logistics and Maintenance System.

A9.25. Other Pertinent Remarks.

**MAJOR MODIFICATION REQUEST CHECKLIST**

FMS customers who want an LOA or LOA data for a modification must include the following checklist information with their requests.

A10.1. Title of Modification.

A10.2. Modification Number. (Or time compliance technical order (TCTO) number.)

A10.3. Nomenclature. (Include appropriate type, model, and series of equipment to be modified.)

A10.4. Configuration. (Of the item and subsystem affected by the modification.)

A10.5. Quantity of Items to be Modified.

A10.6. Quantity of Spares to be Modified.

A10.7. Quantity of Equipment and Number of Locations.

A10.8. Number of Modification Sites.

A10.9. Quantity of Intermediate Maintenance Locations to Support the Modified Equipment.

A10.10. Level of Modification Spares. (1 year, 2 years, and so on.)

A10.11. Quantity of Systems or End Items to Be Modified.

A10.12. US Air Force or Contractor Assistance Required.

A10.13. Training.

- Quantity of flight personnel.
- Quantity of maintenance personnel.

A10.14. Date Modification is Desired.

**MISSILE CASE REQUEST CHECKLIST**

The FMS purchaser will use the following checklist for a "Y" case. If any item is not applicable, enter N/A.

A11.1. Purchaser-Project Security Classification. US government usually handles all requests as unclassified congressional notification or LOA acceptance.

A11.2. Purpose. Request for LOA, P&A, or LOAD (circle one).

A11.3. Item, Model, Design, or Series (MDS).

A11.4. Quantity.

A11.5. Basic Configuration.

- Additions to basic (attach list).
- Deletions to basic (attach list).
- Options desired.
- Specific computer program identification numbers, if known.

A11.6. Source Data.

- Inventory.
- Production.

A11.7. Method of Delivery.

A11.8. Anticipated LOA Acceptance.

A11.9. Operational Concept.

- Number of locations.
- Anticipated usage.

A11.10. Maintenance Concept.

A11.10.1. Organizational and intermediate level:

- Number of sets of organizational support equipment.
- Number of sets of intermediate support equipment.

A11.10.2. Depot level:

- Number of sets of depot level support equipment.
- Identification of systems to be supported.

A11.10.3. Level and amount of required technical data.

A11.10.4. If software support for embedded computer systems (ECS) is required, complete applicable parts of Attachment 12.

A11.11. Supply Concept.

- Number of years initial spares should cover.
- Anticipated special requirements (identify).
- War reserve material requirements.

A11.12. Contractor Engineering and Technical Services (CETS).

- Number.
- Specialty.
- Duration.

A11.13. US Air Force Technical Services.

- Number.
- Specialty.
- Duration.

A11.14. Training. (Give detailed list of types of courses, on-the-job training (OJT), etc.)

A11.15. Other Pertinent Remarks.

**EMBEDDED COMPUTER SYSTEMS SOFTWARE SUPPORT REQUEST CHECKLIST**

(**NOTE:** For Aircrew Training Device (ATD), Automatic Test Equipment (ATE), Communications, Electronic Warfare (EW), and Operational Flight Programs (OFP).)

A12.1. Have provisions been made to provide capabilities to correct deficiencies and to incorporate enhancements on computer programs used in the system and the various support systems?

A12.2. Does the Delegation of Disclosure Letter (DDL) provide detailed information on what is releasable?

- Classified equipment.
- Computer program configuration items (CPCI).
- Electronic Warfare (EW) threat data.

A12.3. If a CPCI is not releasable, has a program been included to develop the necessary CPCI, based on releasable data?

A12.4. Has customer indicated mode of support desired (contractor or US Air Force)?

A12.5. If options for support mode are available, are the different costs (if applicable) entered on the financial analysis?

A12.6. If options for support mode are available, but a financial analysis is not required, are the different costs (if applicable) entered on the LOA Data or letter of offer and acceptance (LOA)?

A12.7. Are sufficient personnel spaces authorized by the program objective memorandum (POM)?

A12.8. If interoperability requirements exist between the customer country and the United States, has the impact on the posed software support on that interoperability requirement been considered?

**SIMULATOR SYSTEM REQUEST CHECKLIST**

(NOTE: Generalized information needed before preparing price and availability for aircrew training devices.)

A13.1. Operation Training Program. Answers to the following questions should address the aircraft aircrew training program and lead to a US Air Force recommended mix of aircrew training devices. Without extensive R&D, effective simulators may not be available in some areas; for example, air-to-ground weapons delivery and probe and drogue aerial refueling. Likewise, effective simulation for two separate areas may not be available in the same device; for example, air-to-air visual and landing visual.

A13.1.1. What are primary and secondary aircrew training objectives?

- Initial qualification.
- Mission qualification.
- Upgrade to instructor.
- Proficiency training.
- Evaluation.
- Other.

A13.1.2. What are primary and secondary operational objectives?

- Replacement of flying time.
- Reducing aircraft losses.
- Build up experience quickly.
- Other.

A13.1.3. What are primary and secondary training mission scenarios for aircraft?

- Day or night all weather.
- Gaming areas (visual, radar, or navigation).
- Training missions.
- Malfunctions.
- Landing or takeoff, instrument training.
- Air-to-ground delivery.
- Air-to-air delivery.

A13.1.4. What are purchaser requirements for classified components, software, documents, etc.

- Equipment (Electronic Warfare (EW) systems).
- Software (Attachment 12).
- Documents (TOs, operator handbook, training scenarios).
- Security training of host personnel and contractors.
- Computer program access codes.

A13.1.5. What are present or anticipated training problems (least to most important)?

A13.1.6. What is operational and training concept for other crew members?

A13.1.7. What will be the experience level of pilots in the training program?

- US Air Force-Undergraduate pilot training (UPT).
- US Air Force-Combat crew training squadron (CCTS).
- Other-UPT or CCTS.
- Transition of experienced pilots.
- Other.

A13.1.8. Is the training program planned at a central location? Or several locations? If so, which locations?

A13.1.9. What is the planned simulator operating hour program?

- Utilization (hours per day, days per week, weeks per year).
- Availability (meantime between failure (MTBF), meantime to repair (MTTR), reliability, maintainability, etc.) for mission qualification training.
- Number of students per class for initial and mission qualification training.
- Length of initial qualification and mission qualification training.
- Total number of aircrews to maintain proficiency.

A13.1.10. Who is developing instructional system to use simulator? Does country require syllabus as deliverable item?

A13.1.11. Who will operate the simulator: flight instructors, maintenance, or special operator personnel?

A13.2. Logistics and Maintenance Operator Training. Simulators involve complex electronic, optical, and computer systems. Recommend full contract supply support and maintenance in place of organic concept.

A13.2.1. Is maintenance concept: contractor, organic, or phased from contractor to organic at depot level? Intermediate level? Organizational level?

A13.2.2. If phased maintenance, what will be proficiency level of maintenance personnel? What experience do they have before entering training?

A13.2.3. If training is desired, what are simulator maintenance and operator personnel training objectives? Full organic maintenance and repair and operation proficiency? Entry level proficiency?

A13.2.4. If phased maintenance and training, is English or another language required for maintenance technical orders and training?

A13.2.5. Is the supply support concept contractor? Organic? Or phased from contractor or organic?

A13.2.6. If phased supply support, how long would contractor support be desired?

#### A13.3. Facility.

A13.3.1. Are existing or new facilities to be used for simulator? Will facility be designed to accommodate simulators or vice versa?

A13.3.2. Who will design and build or modify facility?

A13.3.3. If existing facility is to be modified, what is present interior environment? Temperature ranges? Filtered air? Ability to move simulator into building? Light travels? Plans available?

A13.3.4. Evaluate security of facility for TEMPEST, safe storage for documents and software, secure classroom cipher locks, intrusion detection equipment, etc.

A13.3.5. Is historical weather data available for proposed sites?

A13.3.6. Are there special environmental conditions which must be met? Sand? Dust? High humidity? Water hardness? Soil conditions? etc.

A13.3.7. Are there any special additional features necessary in a new facility beyond that which would be required to support the simulator?

A13.3.8. What is existing and projected electrical power availability?

#### A13.4. Management.

A13.4.1. What is the importance of simulator costs? Delivery schedule? Performance?

A13.4.2. Is there a specific requirement to go competitive or sole source and why?

A13.4.3. What degree of participation in procurement is desired? Periodic reports? Observation of procurement process? Other?

A13.4.4. Have proposals from US simulator manufacturers been received? If so, which company or companies? What was proposed?

- Configuration.
- Data.
- Support.
- Cost.
- Delivery time.
- Facility.

A13.4.5. Special costs to be added to price peculiar to country?

A13.4.6. Are there special transportation requirements for delivery to country? Air transportation is recommended. Do existing runways and ramps accept C-130, C-141, C-17, or C-5 aircraft?

**FINANCIAL ANALYSIS WORKSHEET**

**NOTE:** See DoD 5105.38-M (SAMM), Table 1400-4 for the SDAF-unique Financial Analysis Worksheet format.

Case Identifier \_\_\_\_ -D- \_\_\_\_ Prepared by \_\_\_\_\_  
(Name/Office Symbol/Phone Extension)

Main System/Item/Service \_\_\_\_\_ Approved by \_\_\_\_\_  
(Name/Office Symbol/Date)

Case Line Item \_\_\_\_\_ Date Approved \_\_\_\_\_

Description: \_\_\_\_\_ NSN, if applicable \_\_\_\_\_

Qty \_\_\_\_\_ Standard/Non-Std \_\_\_\_\_

Availability \_\_\_\_\_ Source of Supply \_\_\_\_\_  
(S,P,X,R or E)

**PRICING TECHNIQUE**

- a. Source of item (check one)
  - (1) \_\_\_\_ Excess inventory
  - (2) \_\_\_\_ Inventory (without replacement)
  - (3) \_\_\_\_ Inventory (replacement with same item)
  - (4) \_\_\_\_ Inventory (replacement with improved item)
  - (5) \_\_\_\_ Production
  - (6) \_\_\_\_ Other
- b. Source of Price (check one or more)
  - (1) \_\_\_\_ Prime Contractor
  - (2) \_\_\_\_ Prime and GEE Contractor
  - (3) \_\_\_\_ Standard Price
  - (4) \_\_\_\_ Major Subordinate Command Estimate
  - (5) \_\_\_\_ Other (Explain)
- c. Unit Price \_\_\_\_\_
- d. Adjusted Price (Explain source and computations in Remarks)
  - (1) \_\_\_\_\_ Agent's Fees or Commissions
  - (2) \_\_\_\_\_ Nonrecurring Costs (RDT&E)
  - (3) \_\_\_\_\_ Nonrecurring Costs (Production)
  - (4) \_\_\_\_\_ Replacement Costs
  - (5) \_\_\_\_\_ Adjusted for Inflation
  - (6) \_\_\_\_\_ Unfunded Costs (explain)
  - (7) \_\_\_\_\_ Recurring support Costs
  - \_\_\_\_\_ Contract \_\_\_\_\_ Government
  - (8) \_\_\_\_\_ First Destination Transportation (if included in end-item)
  - (9) \_\_\_\_\_ CAS/Audit (1.5% of cost of "P" source of supply unless waived. If waived, explain).
  - (10) \_\_\_\_\_ Other. (explain)
  - (11) \_\_\_\_\_ Total Adjustment
- e. Adjusted Unit Price \_\_\_\_\_
- f. Applicable accessorial charges PC&H \_\_\_\_; Transportation \_\_\_\_; Staging \_\_\_\_ (For "X" source of supply, identify estimate of "S" amounts).
- g. Budget or on-going service procurement price and source \_\_\_\_\_ (Explain, if significantly different from proposed sale price.)
- h. Comparison with current US Air Force Cost \_\_\_\_\_ Contract \_\_\_\_\_ Stock \_\_\_\_\_

## i. Comparison with other case (12 months)

CASE	UNIT PRICE	RATIONALE FOR DEVIATION
(1) _____D _____		
(2) _____D _____		

## j. Source of Schedule of Payments (If payment schedule requested in LOA Data tasking)

(1) _____	Prime Contractor
(2) _____	Prime and GFE Contractor
(3) _____	Major Subordinate Command Estimate
(4) _____	Other (Explain)

## k. Remarks and other information (Use continuation sheets, as necessary)

## l. Other backup required. (List here and attach)

(1) _____
(2) _____
(3) _____
(4) _____



**MANPOWER SUMMARY FOR TAFT/ETSS CASES**

A16.1. Case Identifier and Title:

A16.2. Case Description: Briefly describe what this case involves.

A16.3. Manpower Requirements: Provide the following for each position:

<u>Grade</u>	<u>AFSC</u>	<u>Location</u>	<u>PAS Code*</u>	<u>Effective Dates</u>	<u>SRID**</u>
--------------	-------------	-----------------	------------------	------------------------	---------------

\*If there is not an established PAS for the location, enter TBD.

\*\*When establishing a new ETSS/TAFT, please provide the senior rater identification number (SRID) for that location.

A16.4. Contractor Personnel: The AECA requires using contractor personnel, particularly in overseas locations, whenever possible. Provide statement that contractor personnel were considered and brief explanation why they could not perform the workload.

A16.5. Military Essentiality: Military grades must be justified IAW current military essentiality guidance contained in AFI 38-204, *Programming USAF Manpower*, April 29, 1994 (formerly AFR 26-1, Volume 2). If the country has specifically requested military positions, include a statement here.

A16.6. Enter costs for each position and total costs for length of LOA.

**MANPOWER REQUIREMENTS PACKAGE**

A17.1. Case Identifier and Title:

A17.2. Case Description: Briefly describe what this case involves.

A17.3. Program Management Line Justification: If there is not a program management line on the case, enter N/A. If case has manpower on program management lines, provide detailed rationale which will support the requirement for program management. Program management, as defined by the SAMM, is a level of system or program management effort necessary to execute the case and successfully deliver the defense article or service. This includes over and above routine administrative case management functions which are required for all cases. Administrative case management functions are further defined in the SAMM. Refer to Attachment 19 of this manual for functions which are included in program management.

A.17.4. Fiscal Year Manpower Summary:

Org/ Location	Grade	LOA Line	Category *	Funding **	FY by Qtr	FY by Qtr	FY by Qtr	FY by Qtr	FY by Qtr	Total Costs
					TOTAL REQMT's					

TOTAL MANPOWER REQUIRED BY LOA LINE #:

TOTAL MANPOWER COSTS BY LOA LINE #:

\* As defined in Attachment 19.

\*\* Enter case, administrative surcharge, MIL PERS.

A17.5. Workload Descriptions: Provide a summary of duties for each position. Include proposed grade. Military grades must be justified IAW current military essentiality guidance contained in AFI 38-204 (formerly AFR 26-1, Volume 2). For each position, state if it requires a full or partial man-year. If partial, show percentage.

A17.6. Contractor Personnel: The AECA requires using contractor personnel, particularly in overseas locations, whenever possible. Provide statement that contractor personnel were considered and brief explanation why they could not perform workload.

A17.7. Air Force Manpower Standard: Air Force Manpower Standards (AFMS) will be used to determine requirements. List the AFMS(s) for this workload. If an AFMS was not used, indicate method used to determine requirements. Also explain why this workload is not covered by an AFMS.

A17.8. Wing/Center Manpower Office Certification: Name and phone of manpower analyst that performed requirements determination.

A17.9. SAPM Certification: Name and phone number of SAPM. Include statement indicating SAPM concurs with MRP.

A17.10. MAJCOM Manpower Office Certification: Name and phone number of responsible official that validated requirements.

**REQUEST FOR MANPOWER ALLOCATION**

A18.1. After LOA acceptance, the MAJCOM manpower office will forward a request for allocation of manpower to SAF/IAXM. Requests will not be submitted prior to LOA acceptance. This request will include the following:

A18.2. A summary of requirements including:

<u>LOCATION</u>	<u>PEC</u>	<u>CATEGORY</u>	<u>GRADE*</u>	<u>FY &amp; QTR**</u>	<u>TOTAL REQUIRED</u>
-----------------	------------	-----------------	---------------	-----------------------	-----------------------

\* Officer, Enlisted or Civilian

\*\* Indicate beginning through ending dates

A18.3. If the requirements have not changed since the Manpower Requirements Package (MRP) was submitted, it is not necessary to forward the MRP; state there are no changes.

A18.4. If there are changes since the MRP, provide an amendment justifying the changes. The amendment will be prepared following the same format as the original MRP.

**US AIR FORCE SECURITY ASSISTANCE MANPOWER CATEGORIES**

A19.1. **Category I - Services (Reimbursed by Case Funds From Hardware or Service Lines):** Positions performing any defense service. Can include repairs, testing, purchaser requested services (including special management functions, reports, tracking, etc.), training, documentation preparation, surveys, technical or other assistance, or defense information used for the purpose of furnishing the article. ETSS and TAFT are such services. Other examples are:

- Design/Construction: Positions performing design or construction services requested by the purchaser or required to furnish the article.
- Engineering: Positions performing general "hands-on" engineering services in support of the article.
- Special RDT&E and Nonrecurring Production: Positions performing RDT&E and production in developing a special feature or purchaser unique requirement not approved or funded for the US government.
- Packing, Crating, Handling, and Transportation: Positions performing these functions as a service requested by the purchaser. Costs can be separate LOA lines or incorporated in an end item listed on an LOA. These are not positions performing work covered by the accessorial surcharge (see Category III).
- Direct Labor: Positions performing work in producing a line item included in an LOA (publication, equipment).
- Follow-on Technical Support Services: Positions assigned to a dedicated unit which provides specialized follow-on technical support (ECISAP, TCG, IEMP).

A19.2. **Category II - Program Management (Reimbursed by Case Funds From Program Management Lines):** Positions performing system or program management efforts required to successfully deliver the article or service ordered by the purchaser. Types of LOAs that may include program management lines are listed in DoD 5105.38M (SAMM), paragraph 70201.B.1. Paragraph 70201.B.3. lists types of LOAs that may not include program management lines. Examples of program management functions include:

- Positions performing coordination and integration efforts between multiple organizations responsible for execution.
- Positions performing administrative services which are over-and-above routine administrative functions identified in DoD 5105.38M (SAMM), paragraph 70402.A.2. Examples are special program tracking, extensive integration efforts, additional functions required due to program acceleration or nonstandard procurement.
- Positions performing configuration management functions.
- Positions performing system integration functions.
- Positions performing integrated logistics management functions.

A19.3. **Category III - Accessorial (Reimbursed by Accessorial Surcharge Funds):** Reimbursements are made directly from DFAS-DE to the MAJCOM O&M accounts. Positions performing packing, crating, handling, transportation, and staging functions in DoD facilities for nonstock-funded articles sold from US Air Force stock. Stock-funded include costs for this workload in the unit price.

A19.4. **Category IV - Administrative (Reimbursed by Admin/LSC Surcharge Funds):** Provides for administrative workload, overhead and infrastructure requirements for the US Air Force FMS program. Positions performing general FMS duties at least 10 percent of the available time. Positions must be performing "hands on" functions directly related to FMS mission accomplishment. Examples include: positions performing LOA data preparation (includes P&A data), sales negotiations, requisition processing, procurement, case control, accounting and funds management, computer programming, case closure and reconciliation, routine clerical support, and routine administrative functions as identified in DoD 5105.38M (SAMM), paragraph 70402.A.2. The annual FMS Administrative Budget Call also provides guidance on functions funded in this category. Effective 1 Jan 90, the AECA (Section 43(b)(3)) was amended to exclude reimbursement for military salaries from the FMS administrative account.

A19.5. **Non-Reimbursable Security Assistance Workload:** There are functions involved in Security Assistance that are not reimbursable. Following are samples (not all inclusive):

- The Foreign Assistance Act of 1961, Section 503(a)(3) prohibits reimbursement of military salaries from FMS cases that are fully funded with non-repayable credits. US Air Force military manpower will not be allocated to MAJCOMs for these cases. If MAJCOMs submit validated military requirements for these cases, SAF/IA approval represents authority to realign existing command manpower to satisfy the requirements and/or request new authorizations through the POM process.
- Military positions performing FMS administrative functions (Category IV) are paid from the US Air Force military appropriations.

- Other functions which are an inherent part of the US Air Force mission are Foreign Disclosure/Technology Transfer determinations (includes export license processing and co-production programs), processing visit requests from foreign countries and international organizations. These types of functions are performed to ensure the US government national security policies are upheld and the US Air Force interests are met.
- Positions performing FMS administrative services for NAMSAs programs and NATO E3A programs are non-reimbursable.

A19.6. **Foreign Military Financing (FMF):** Positions performing workload in support of International Military Education and Training (IMET) are funded with FMF appropriations.

**MINIMUM COORDINATION REQUIREMENTS FOR SECURITY ASSISTANCE DOCUMENTS**

A20.1. FMS Cases, Pseudo Cases, Letters of Intent, and Leases.

**NOTE:** Office symbols for SAF/IA-written cases are given. AFSAC and AFSAT will coordinate with local offices. If local offices are not available, AFSAC and AFSAT cases must be sent to the SAF/IA Country Director for coordination with SAF offices. "X" indicates coordination is required for all cases marked.

	A	C	D	E	F	G	H	K	L	M	N	O	P	Q	R	S	T	U	V	Y	Z
Policy (SAF/IAX)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Legal Review (SAF/GCI)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Financial (SAF/FMBIS)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Frng DscI/Rls (SAF/IAD)	1	1	X	1	1	1	1	1	1	1	X	1	1	1	1	X	1	1	1	X	1
Logistics (USAF/LG)			2	2												2				2	
Acqsitin/PEM (SAF/AQ)			3								3					3				3	
Systems (SAF/IAW)			X								4					X				X	
Prg/Eval (USAF/PES)																5					5
Plan/Ops (USAF/XOF)			6								6					6				6	
Plan/Ops (USAF/XOXX)											7					7					
Test/Eval (USAF/TEP)											8					8					

**NOTES:**

1. Coordination required for any case involving releasability or disclosure issues.
2. For stockpiled material of US war reserve materiel (WRM), coordinate with HQ USAF/LGXX. For system support, coordinate with HQ USAF/LGM, LGXY, or LGXW, as appropriate. If POL is involved, coordinate with HQ USAF/LGSP.
3. For FMS acquisitions, coordinate with SAF/IAQ and the cognizant PEM in SAF/AQP, AQQ, AQS, and/or AQL. Coordinate contractual aspects of security assistance with SAF/AQC. If an international cooperative project is involved, coordinate with SAF/IAQ. SAF/AQSS coordination is required for all cases involving GPS equipment. SAF/AQPT coordination is required for all cases which include drones or targets.
4. SAF/IAW coordination is required on all exercise cases.
5. HQ USAF/PES coordination is required on all cases or leases involving aircraft.
6. The appropriate office within HQ USAF/XOF coordination is required for all cases involving aircraft ferrying or Congressional Notification under AECA, Section 36(b).
7. HQ USAF/XOXX coordination is required for all cases involving Congressional Notification under AECA, Section 36(b).
8. HQ USAF/TEP coordination is required for all cases which include drones or targets.

Additional case coordination information:

1. Except for blanket order cases, add HQ USAF/INXW and HQ USAF/XOFE as coordinating agencies on any sale which requires electronic warfare (EW) threat data in the system, such as EW warning receivers (ALR systems), ECM pods (ALO systems), and aircrew simulators.
2. If line items are added to any type of case, the case requires coordination with the same offices as if a new LOA.
3. Coordinate with HQ USAF/LGXW if diversion from inventory involves WRM or is nuclear-related.

A20.2. Other Security Assistance Documents.

**NOTE:** Office symbols for SAF/IA-written cases are given. AFSAC and AFSAT will coordinate with local offices. If local offices are not available, AFSAC and AFSAT cases must be sent to the SAF/IA Country Director for coordination with SAF

offices. Cases marked for DSAA coordination must be coordinated with DSAA--there is no local office equivalent. "X" indicates coordination is required for all cases marked.



	Price and Availability Data	Geodetic & Geophysical Survey	Temporary Upgrade of FAD	Accelerated Payment Schedule	USG Trans Except	Sole Source Requests	Pen & Ink Cgs	Reinst of Offer
Policy (SAF/IAX)					X	X	X	X
Legal Review (SAF/GCI)						X	1	1
Financial (SAF/FMBIS)							2	2
Prg/Eval (USAF/PE)			X					
Systems (SAF/IAW)	X	X						
DSAA/COMPT-FMPD				X			3	3
DSAA/OPS-MGT					X			

**NOTES:**

1. SAF/GCI coordination is required on all pen and ink changes that change LOA terms and conditions.
2. SAF/FMBIS coordination is required on all pen and ink changes and reinstatements that change line or case values.
3. DSAA/COMPT-FMPD coordination is required on all pen and ink changes and reinstatements that change line or case values.

**SAMPLE SOLE SOURCE PROCUREMENT REQUEST**

A21.1. Use the following format for sole source requests from AFSAC or AFSAT to SAF/IAXM:

MEMORANDUM FOR SAF/IAXM  
SAF/IAX  
SAF/IA  
IN TURN

FROM: AFSAC/XMX or AFSAT/CV

SUBJECT: Request for Approval of Sole Source Procurement

The attached letter from (country) requests sold source procurement for (item or service) from (contractor). This request satisfies justification criteria of SAMM Paragraph 80102. The Case Manager has determined that this request meets the requirements for approval as stated in the SAMM. Request approval of sole source procurement by indorsement below.

Signature Block

1 Atch  
(Country Letter, date)  
cc: SAF/IA Geographic Division  
1st Ind, SAF/IA

TO: SAF/IAXM  
AFSAC/XMX or AFSAT/CV  
IN TURN

Sole source procurement is approved as requested above.

A21.2. Use the following format for sole source requests from SAF/IA geographic divisions to SAF/IAXM:

MEMORANDUM FOR SAF/IAXM  
SAF/IAX  
SAF/IA  
IN TURN

FROM: (SAF/IA Geographic Division)

SUBJECT: Request for Approval of Sole Source Procurement

The attached letter from (country) requests sole source procurement for (item or service) from (contractor). This request satisfies justification criteria of SAMM Paragraph 80102. The Case Manager has determined that this request meets the requirements for approval as stated in the SAMM. Request approval of sole source procurement by indorsement below.

Signature Block

Attachment:  
(Country Letter, date)  
1st Ind, SAF/IA

TO: SAF/IA Geographic Division

Sole source procurement is approved as requested above.





**MINIMUM DISTRIBUTION REQUIREMENTS FOR SECURITY ASSISTANCE DOCUMENTS**

## A22.1. LOAs, Modifications, and Amendments:

- LOAD preparer and any intermediate organizations that reviewed the LOAD
- All organizations that will get an IPD, if the LOA is accepted
- Purchaser's CONUS FMS representative, if the document is sent to a SAO or outside CONUS address
- SAO, if the document is sent to a purchaser's CONUS representative
- SAF/IAXO (all SAF/IA-written cases)

## A22.2. IPDs and IPD Amendments:

- Purchaser's CONUS FMS representative
- SAO in purchaser's country
- DFAS-DE
- SAF/FMBIS
- SAF/IAW (if aircraft are involved)
- Subordinate implementing command, as required
- Unified commands ("D" and "S" cases and other cases requiring congressional review)
- SAF/IAXO (all SAF/IA-written cases)
- ACC AOS/AOD (aircraft ferry)

## FOREIGN MILITARY SALES (FMS) MANAGEMENT PLAN

A23.1. FMS Management Plan (FMSMP). The FMSMP shows the milestones and events of a system sale on a time scale. The plan gives dates and actions required of the US Air Force, the contractor, and the purchaser to start a system acquisition program. The plan is applied to individual programs. Milestones must be adjusted to show the specific conditions of each program. This plan applies to all agencies taking part in the programming, materiel acquisition, integrated logistics support, technical order planning, and training support of the system program. The information in this attachment is an implementation management tool; it is a summary and serves as a guide for developing specific plans.

A23.2. FMSMP Milestones. The following milestones show major actions to be taken during a typical system sale, beginning with the LOR. Following the acceptance of a LOA or a LOI, the US Air Force starts developing a detailed plan that will be given to the customer country for review at milestone 4. After that, the plan serves as the principal management document. Exchanges of P&A data may take place before the LOR is received. This preliminary pricing does not obligate the customer to go further with the proposed purchase, nor does it obligate the US Air Force to issue an LOA. It does provide the chance to evaluate a system in general order of magnitude, pricing, and production leadtimes.

A23.2.1. Milestone 1--Letter of Request.

A23.2.2. Milestone 2--LOA Presentation. If appropriate, the LOA presentation is made to provide the LOA and to explain the pricing, schedules, and overall program. If in-country presentation is required, an LOA presentation team, normally consisting of SAF/IA Country Director, SAPM, AFSAT, survey personnel (when required), and a contractor representative will:

- Review FMS procedures, applicable to the system, including follow-on support.
- Explain the logistics and training support plan.
- Review the financial management procedures.
- Reaffirm the system configuration, operations concept, maintenance concept, and basic factors used to prepare the LOA.
- Outline the procedures for time-phased delivery of operations and maintenance (O&M) support equipment and spare parts, intermediate maintenance support equipment and spare parts, and depot support equipment and spare parts.
- Explain the International Engine Management Program (IEMP), Technical Coordination Group (TCG), etc., as appropriate.
- Review the FMS management plan outline.
- Explain the acquisition procedures for long lead items.

A23.2.3. Milestone 3--Acceptance (Before Expiration Date of Offer). This is for signature and return of the LOA or LOI to the issuing office and DFAS-DE receipt of the initial deposit.

A23.2.4. Milestone 4--Implementation. The Case Manager prepares and issues the International Program Directive (IPD). The Post Acceptance Review includes review and completion of the FMSMP, arrangement of dates for all definitization conferences (e.g., configuration, provisioning, training), and review of the IPD.

A23.2.5. Milestone 5--CLSSA Established. The CLSSA should be accepted not later than 17 months before the first modified end-item delivery. Delay of this milestone means a slippage in follow-on support availability. Other follow-on support cases must be accepted prior to the delivery of the first major end-items.

A23.2.6. Milestone 6--Periodic security assistance program reviews.

A23.2.7. Milestone 7--Preactivation Readiness Review (Host: Customer Country or SAO). The same agencies involved in program reviews will attend the Preactivation Readiness Review, with technician substitutions necessary to complete survey requirements. The purposes of the review include:

- Evaluate the status of all items being procured to make sure that they are in place before the system activation date.
- Identify and correct problems that affect initial operating capability.
- Conduct a survey of the status of the base and facilities, support equipment, spares, munitions, training aids, technical data, personnel, and planning in the country.
- Conduct the mobile training team (MTT) survey before deployment of instructor pilots and maintenance MTT.
- Review the mode of transportation and the delivery schedule for the system.

A23.2.8. Milestone 8--First Aircraft Production. This milestone identifies the first end-item's completion date and establishes when the delivery phase starts.

A23.2.9. Milestone 9--First System Delivery In-Country. This milestone identifies the date the first major end items arrive in country.

A23.2.10. Milestone 10--Follow-On Review. System reviews are sometimes required after initial activation. The need for such meetings depends on customer experience with the system, changing production considerations, support availability, and other factors.

A23.2.11. Milestone 11--Case Closure.



**SINGLE-YEAR DEDICATED TRAINING CASES**

Program XXX  
 FMS Case XX-D-XXX-XXX  
 FY ## Costs/Charges  
 As of DD-MM-YY

<u>Est/Actual</u> <u>Oct-Dec XX</u>	<u>Est/Actual</u> <u>Jan-Mar XX</u>	<u>Est/Actual</u> <u>Apr-Jun XX</u>	<u>Est/Actual</u> <u>Jul-Sep XX</u>	<u>TOTAL</u>
--	--	--	--	--------------

MIL PERS

Officer  
 Enlisted

Total Mil Pers

O&M

Civ Pay  
 Civ Retirement (Funded)  
 Munitions  
 Depot Maintenance  
 Consumable/Reparables  
 POL  
 Other O&M

Total O&M

OTHER

Info Program  
 Attrition  
 Civ Retirement (Unfunded)

Total Other

TOTAL

**NOTE:** Use this format for cases/lines where the LOA is written for a single fiscal year. Commodities listed are for sample purposes only. Only the commodities that apply should be entered for actual reporting. This report should be submitted by the tenth work day of November, February, May, and August. Because final actual costs are not usually known before fiscal year end, a final report of costs must be submitted by the last workday in November for the preceding fiscal year costs.

**MULTIPLE-YEAR DEDICATED TRAINING CASES**

Program Summary  
FMS Case XX-D-XXX-XXX

	Est/Actual <u>19XX</u>	Est/Actual <u>19XX</u>	Est/Actual <u>19XX</u>	<u>TOTAL</u>
<u>MIL PERS</u>				
Officer				
Enlisted				
Total Mil Pers				
<u>O&amp;M</u>				
Civ Pay				
Civ Retirement (Funded)				
Munitions				
Depot Maintenance				
Consumable/Reparables				
POL				
Other O&M				
Total O&M				
<u>OTHER</u>				
Info Program				
Attrition				
Civ Retirement (Unfunded)				
Total Other				
TOTAL				

**NOTE:** Use this format for cases/lines where the LOA is written for more than a single fiscal year. Commodities listed are for sample purposes only. Only the commodities that apply would be entered for actual reporting. This report should be submitted by the tenth work day of November, February, May, and August. Because final actual costs are not usually known before fiscal year end, a final report of costs must be submitted by the last workday in November for the preceding fiscal year costs. Data is annualized rather than by fiscal quarter.

**INTERNATIONAL PROGRAM DIRECTIVE (IPD) FORMAT**

**NOTE:** The following IPD formats contain the minimum information required. Additional paragraphs and instructions should be included on a case-by-case basis as required. Modifications to this format may be necessary because of the unique nature of a program (i.e., leases).

A26.1. Format 1. The Memorandum of Agreement between SAF/IA and SAF/AQ requires that SAF/IA implement system sales involving major procurements to SAF/AQ. The IPDs for these cases should use the following format.

No. XX-D-XXX (1)  
SAF/IA Country Director:  
DSN:  
Comm:

Date:

**INTERNATIONAL PROGRAM DIRECTIVE  
FOR  
CASE XX-D-XXX  
(Case Nickname)**

IMPLEMENTING ORGANIZATION: SAF/AQ\_

SECURITY ASSISTANCE PROGRAM MANAGER (SAPM):

LINE MANAGER ORGANIZATIONS: (For each line management code (LMC) used on the LOA, include an office symbol. )

OPERATING AGENCY CODE (OAC) ORGANIZATIONS: (For each OAC used on the LOA, include an office symbol.)

**1. EXECUTIVE SUMMARY:** This document provides direction to SAF/AQ\_ to implement XX-D-XXX which provides (include a brief summary explaining articles/services to be provided on the case). Funding for this program is (include type of funding from the LOA).

**2. PROGRAM SUMMARY:**

a. References: SAMM, AFMAN 16-101, AFI 16-105, AFR 800-1, AFR 800-2, and the Letter of Offer and Acceptance (LOA). Also include any Statement of Work (SOW) or Memorandum of Understanding (MOU) that applies.

b. Implementing Instructions: SAF/AQ\_ will implement this program by issuing a Program Management Directive (PMD) in accordance with established procedures. (Any expediting information unique to this case should be included in this paragraph. For example, if a trip is planned which would require immediate action prior to receipt of the PMD, that should be stated so that SAF/AQ can issue instructions accordingly.)

c. Scope of Authority:

(1) Specified United States Government (US government) responsibilities under the LOA

(2) Receipt by OAC activity of approved obligational authority

(3) FAD:

(4) AFMAN 16-101, as modified.

(5) Authorities as listed in paragraph 2.a. references.

d. Relationship to LOA Data (LOAD): (Include any changes made to the LOAD or a statement that LOAD was incorporated into the LOA without change.)

e. Country Director: The SAF/IA Country Director has overall responsibility for this program up to case implementation. This includes LOA changes and participation in meetings/reviews involving the Purchaser.

(1) The SAF/IA Country Director is the primary interface with the Purchaser and may attend all meetings with representatives of the Government of XX.

(2) All requests for additions, deletions, and modifications must be submitted by the SAPM or Purchaser to the SAF/IA Country Director.

### **3. CASE MANAGEMENT DIRECTION:**

#### **a. General Program Guidance:**

(1) The SAPM is responsible for program execution and implementation. The SAPM and Line Managers must prepare implementing instructions and forward a copy to the SAF/IA Country Director and SAF/AQ\_ within twenty-one days after receipt of this document and PMD direction. The instructions must cover all pertinent aspects of this directive and assignment of tasks within the field organizations. The instructions will include the name, rank/grade, telephone number, and organization of the Line Manager(s).

(2) The SAPM must forward to the SAF/IA Country Director all proposed additions, modifications, and deletions of LOA costs, availability, source of supply, supplemental conditions, management plan, and other LOA changes. The SAPM must inform the SAF/IA Country Director of all proposed program reviews and meetings involving the Purchaser so the SAF/IA Country Director may attend said reviews/meetings. The SAPM will receive inputs from the Line Manager and coordinate actions, as appropriate.

(3) Line Managers will ensure the availability time frames contained in the basic LOA are adhered to. It is imperative the SAF/IA Country Director be advised of any delays, slippage or problems that affect contracting, delivery or installation of equipment associated with this program.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

#### **b. Specific SAPM and Line Manager Guidance:**

(1) Milestones:

(2) The SAPM and Line Managers are responsible for execution of the program, to include the tasking of supporting organizations.

(3) The SAPM is responsible for chairing Program Management Reviews attended by the SAF/IA Country Director, Line Managers, supporting organizations, contractors, and SAO personnel.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

(5) Procedures for line item changes are contained in AFMAN 16-101.

(6) Security Assistance Line Manager responsibilities are contained in AFMAN 16-101.

### **4. PROGRAM RESOURCES:**

a. Financial: Obligational authority is (approved or pending). (If OA is being withheld on any lines, these lines should be specified in this paragraph.)

b. Manpower: (Include any manpower requirements on the case including any restrictions to obligational authority if manpower is not yet approved. If no manpower exists on the case, "N/A" should be entered.)

**5. PURCHASER RESPONSIBILITIES:** The Purchaser has agreed to the following responsibilities:

- a. Purchaser requests for additions, deletions, and modifications to the program must be submitted to SAF/IA\_.
- b. (Include other Purchaser actions which may not have been specified in the LOA, or which might require additional clarification.)
- c. As specified in the LOA.

Attachments:

- 1. LOA XX-D-XXX
- 2. Any Pen and Ink Changes to the LOA
- 3. Any Reinstatements of Offer to the LOA

A26.2. Format 2. The following format should be used for those cases that do not involve SAF/AQ.

No. XX-D-XXX (1)  
SAF/IA Country Director:  
DSN:  
Comm:

Date:

**INTERNATIONAL PROGRAM DIRECTIVE  
FOR  
CASE XX-D-XXX  
(Case Nickname)**

IMPLEMENTING ORGANIZATION:

SECURITY ASSISTANCE PROGRAM MANAGER (SAPM):

LINE MANAGER ORGANIZATIONS: (For each line management code (LMC) used on the LOA, include an office symbol.)

OPERATING AGENCY CODE (OAC) ORGANIZATIONS: (For each OAC used on the LOA, include an office symbol.)

**1. EXECUTIVE SUMMARY:** This document provides direction to furnish the XX Government with (include a brief summary explaining articles/services to be provided on the case). Funding for this program is (include type of funding from the LOA).

**2. PROGRAM SUMMARY:**

a. References: SAMM, AFMAN 16-101, AFI 16-105, AFR 800-1, AFR 800-2, and the Letter of Offer and Acceptance (LOA). Also include any Statement of Work (SOW) or Memorandum of Understanding (MOU) that applies.

b. Implementing Instructions: The SAPM and Line Manager must prepare implementing instructions and forward a copy to the SAF/IA Country Director within twenty-one days. The instructions must cover all pertinent parts of this Directive and assignments of tasks within their organization. The instructions will include the name, rank/grade, telephone number, and organization of the Line Manager(s).

c. Scope of Authority:

(1) Specified United States Government (US government) responsibilities under the LOA

(2) Receipt by OAC activity of approved obligational authority

(3) FAD:

(4) AFMAN 16-101, as modified

(5) Authorities as listed in paragraph 2.a. references.

d. Relationship to LOA Data (LOAD): (Include any changes made to the LOAD or a statement that LOAD was incorporated into the LOA without change.)

e. Country Director: The SAF/IA Country Director has overall responsibility for this program up to case implementation. This includes LOA changes and participation in meetings/reviews involving the Purchaser.

(1) The SAF/IA Country Director is the primary interface with the Purchaser and may attend all meetings with representatives of the Government of XX.

(2) All requests for additions, deletions, and modifications must be submitted by the SAPM or Purchaser to the SAF/IA Country Director.

### **3. CASE MANAGEMENT DIRECTION:**

#### **a. General Program Guidance:**

(1) The SAPM is responsible for program execution and implementation. The SAPM and Line Managers must prepare implementing instructions and forward a copy to the SAF/IA Country Director within 21 days after receipt of this document. The instructions must cover all pertinent aspects of this directive and assignment of tasks within the field organizations. The instructions will include the name, rank/grade, telephone number, and organization of the Line Manager(s).

(2) The SAPM must forward to the SAF/IA Country Director all proposed additions, modifications, and deletions of LOA costs, availability, source of supply, supplemental conditions, management plan, and other LOA changes. The SAPM must inform the SAF/IA Country Director of all proposed program reviews and meetings involving the Purchaser so the SAF/IA Country Director may attend said reviews/meetings. The SAPM will receive inputs from the Line Manager and coordinate actions, as appropriate.

(3) Line Managers will ensure the availability time frames contained in the basic LOA are adhered to. It is imperative the SAF/IA Country Director be advised of any delays, slippage or problems that affect contracting, delivery or installation of equipment associated with this program.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

#### **b. Specific SAPM and Line Manager Guidance:**

(1) Milestones:

(2) The SAPM and Line Managers are responsible for execution of the program, to include the tasking of supporting organizations.

(3) The SAPM is responsible for chairing Program Management Reviews attended by the SAF/IA Country Director, Line Managers, supporting organizations, contractors, and SAO personnel.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

(5) Procedures for line item changes are contained in AFMAN 16-101.

(6) Security Assistance Line Manager responsibilities are contained in AFMAN 16-101.

### **4. PROGRAM RESOURCES:**

a. Financial: Obligational authority is (approved or pending). (If OA is being withheld on any lines, these lines should be specified in this paragraph.)

b. Manpower: (Include any manpower requirements on the case including any restrictions to obligational authority if manpower is not yet approved. If no manpower exists on the case, "N/A" should be entered.)

### **5. PURCHASER RESPONSIBILITIES:** The Purchaser has agreed to the following responsibilities:

a. Purchaser requests for additions, deletions, and modifications to the program must be submitted to SAF/IA\_.

b. (Include other Purchaser actions which may not have been specified in the LOA, or which might require additional clarification.)

c. As specified in the LOA.

#### **Attachments:**

1. LOA XX-D-XXX
2. Any Pen and Ink Changes to the LOA
3. Any Reinstatements of Offer to the LOA

**FORCE ACTIVITY DESIGNATOR (FAD) AND URGENCY OF NEED (UND) PRIORITIES**

Urgency of Need Criteria	Force and Activity Designators					Standard Delivery Date (Note 1)	
	I	II	III	IV	V	CONUS (Note 2)	Overseas (Notes 3 & 4)
DESIGNATOR A Required for immediate end-use and without which the force or activity is unable to perform assigned operational mission or meet contract commitment.	01 —	02 —	03 —	07 —	08 —	8 days 12 days	12-13 days 16-17 days
DESIGNATOR B Required for immediate end-use which the capability of the force or activity to perform assigned mission or to meet contract commitment is needed.	04 —	05 —	06 —	09 —	10 —	12 days 31 days	16-17 days 69-84 days
DESIGNATOR C Required for on-schedule repair, maintenance, and manufacture of all equipment for long-range projects or programs, or for routine stock replenishment or depot redistribution.	11	12	13	14	15	31 days	69-84 days

**NOTES:**

- Standard delivery dates apply to shipments sent through the Defense Transportation System (DTS) and not to FMS shipments from contractors or country freight forwarders.
- The CONUS standard delivery date (SDD) will be applied to US and Canadian requisitioner geographically located in Canada.
- The overseas SDDs for shipment delivery differ for geographical areas to which shipment or delivery is made.
- When priority designators 01-08 overseas shipments are diverted from air to surface movement, the time standards for priority designators 09 through 15 apply.

**COUNTRIES AND INTERNATIONAL ORGANIZATIONS PARTICIPATING IN THE  
ACCELERATED CASE CLOSURE PROCEDURES**

<u>Country or Organization</u>	<u>Country/Org Code</u>	<u>Country or Organization</u>	<u>Country/Org Code</u>
African Unity, Organization of	A3	Madagascar	MA
American States, Organization of	A1	Malawi	MI
Antigua	AC	Malaysia	MF
Australia	AT	Mali	RM
Bahrain	BA	Mauritania	MR
Barbados	BB	Mauritius	MP
Belize	BH	Mexico	MX
Benin	DA	Morocco	MO
Bolivia	BL/D1	Namibia	WA
Botswana	BC	NATO Communications and Information Systems Agency	K4
Burundi	BY	Nepal	NP
Cameroon	CM	Nicaragua	NU
Cape Verde	CV	Niger	NK
Central African Republic	CT	Nigeria	NI
Chad	CD	New Zealand	NZ
Chile	CI	Norway	NO
China	CH	Oman	MU
Colombia	CO/D5	Paraguay	PA
Comoros	CR	Pakistan	PK
Congo	CF	Panama	PN
Costa Rica	CS	Peru	PE/D3
Ivory Coast	IV	Philippines	PI
Denmark	DE	Portugal	PT
Djibouti	DJ	Rwanda	RW
Dominica Roseau	DO	Sao Tome and Principe	TP
Dominican Republic	DR	Saudi Arabia (EA Account)	EA
Ecuador	EC/D6	Saudi Arabia National Guard	SI
Egypt	EG	Saudi Arabia (MODA)	SR
El Salvador	ES	Senegal	SK
Equatorial Guinea	EK	Seychelles	SE
Fiji	FJ	Sierra Leone	SL
Finland	FI	Somalia	SO
Gambia	GA	Spain	SP
Gabon	GB	Sri Lanka	CE
Ghana	GH	St. Christopher-Nevis	SC
Greece	GR	St. Lucia	ST
Grenada	GJ	St. Vincent	VC
Guatemala	GT	Sudan	SU
Guinea	GV	Switzerland	SZ
Guinea-Bissau	PU	Tanzania	TZ
Haiti	HA	Thailand	TH
Honduras	HO	Togo	TO
Indonesia	ID	Trinidad	TD
Israel	IS	Tunisia	TU
Italy	IT	Turkey	TK
Jamaica	JM	Uganda	UG
Jordan	JO	United Arab Emirates	TC
Kenya	KE	Uruguay	UY
Korea	KS	Yemen	YE
Kuwait	KU	Yugoslavia	YU
Lebanon	LE	Zaire	CX
Lesotho	LT	Zambia	ZA
Liberia	LI	Zimbabwe	ZI
Luxembourg	LX		

## SAMPLE TRANSPORTATION PLANS

## A29.1. Transportation Plan - Type 1

## Foreign Military Sales (FMS) Case BD-D-KAB\*

1. GENERAL. In accordance with DoD Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*, DoD Regulation 5200.1-R, *Information Security Program Regulation*, DoD Manual 5220.22-M, *Industrial Security Manual for Safeguarding Classified Information*, and AFMAN 16-101, *International Affairs and Security Assistance Management*, this plan provides procedures for the movement of classified (Confidential and/or Secret only) materiel and/or publications identified on United States of America Letter of Offer and Acceptance (LOA) for FMS case identified above.

2. CLASSIFIED MATERIEL AND/OR PUBLICATIONS SOURCED FROM US DOD DEPOTS/BASES AND/OR CONTRACTOR FACILITIES LOCATED IN CONUS. **NOTE: For onward shipment to an in country destination.** The foreign purchaser (Bandaria) elected to take custody of the classified materiel and/or publications in the United States (CONUS) and will use its own facilities and transportation for onward shipment to its territory. Following are the procedures to properly effect the movement of materiel and/or publications from the source of supply to the territory of Bandaria.

a. When the classified materiel and/or publications have been properly packaged, labeled, marked, and made available for shipment from the source of supply, origin shipping personnel will prepare and dispatch a formal Notice of Availability (NOA). Per policy contained in DoD Manual 4000.25-8-M, *Military Assistance Program Address Directory (MAPAD)*, the NOA will be directed to the Bandaria Country Representative (complete name, street address, city, state, zip code).

b. Bandaria Country Representative will formally respond to the NOA. The response will identify the freight forwarder facility(s) listed below (as the agent for Bandaria) to take delivery of and safeguard the shipment. If any other shipping location(s) are identified, approval by HQ AFMC/LGTT is required (prior to releasing the shipment).

## NAME OF THE FREIGHT FORWARDER

Complete Street Address

City, State, Zip Code

**NOTE:** The response to the NOA from the Country Representative must identify a designated "cleared" person (by name) who will receive and accept full security responsibility for the item(s) while in the custody of the freight forwarder. A "designated representative" is an officially designated military or civilian national of the foreign government (Bandaria) cleared by Bandaria for access to classified information at a level equivalent to the US classified being released, or a Bandaria designated US citizen cleared by the US Government for access to the level of classified involved in the particular release. Third country nationals may not function as a foreign recipient government representative for this purpose.

c. Based on the formal response to the NOA by the Bandaria Country Representative the origin shipping officials will obtain a "cleared" carrier to transport the materiel and/or publications from the source of supply to the identified freight forwarder facility(s). Possible modes of transportation include "cleared" US flag carrier airline, Military Traffic Management Command (MTMC) "cleared" trucking companies, and/or US Postal Service registered mail. Regardless of the mode of carriage selected, origin transportation personnel will initiate "signature service" procedures which will govern the movement to the freight forwarder facility(s). Examples of acceptable signature service documents are DD Form 1907, **Signature and Tally Record**, Commercial Form AC-10, **Airline Signature Service Record**, PS Form 3806, **Receipt for Registered Mail**, and AF Form 349, **Receipt for Documents Released to Accredited Representatives of Foreign Nations**.

d. After selection of the "cleared" carrier and release of custody of the classified materiel and/or publications via execution of the signature service documents, a Report of Shipment (REPSHIP) will be immediately dispatched by origin shipping personnel. The REPSHIP will be in the form of an electronic transmission. Addressees must include the CONUS freight forwarder(s), any known en route transfer locations, and the in-country "Mark For" location. HQ AFMC/LGTT will be listed as an informational addressee on the REPSHIP transmission.

e. Bandaria's designated representative (name of the freight forwarder) will be required to advise the origin shipping office on any shipment not received within 48 hours after the estimated time of arrival specified in the REPSHIP. Upon receipt of such notice, the origin shipping office will immediately initiate tracer action. When the materiel is located, if it is determined that the materiel was subjected to compromise, the local security authorities will be notified (depot shipments).

If the materiel was shipped from a contractor's facility, Defense Investigative Service (DIS) will be contacted immediately at the following address/telephone number: Defense Investigative Service (DIS), International Program Branch (V0414), 1340 Braddock Place, Room 113, Alexandria Virginia 22314-1651, telephone (703) 325-6034.

f. Upon delivery of the classified materiel and/or publications to the freight forwarder facility(s), the customer's designated representative (person specified in NOA) authorized to receipt for the materiel will take custody of the materiel, sign and retain copies of the signature tally record, and place classified materiel in the facility's secure storage area. If for any reason the customer's designated representative suspects the shipment was compromised during shipment (i.e., pack damaged, seals broken, etc.), DIS will be notified immediately.

g. The classified materiel and/or publications, while in the custody of the customer's designated representative (name of the freight forwarder), will not be opened, left unsecured, nor handled by unauthorized personnel. Only designated representatives are authorized to handle the classified shipment while in the custody of (name of the freight forwarder).

3. MOVEMENT OF THE CLASSIFIED MATERIEL FROM THE CUSTOMER'S DESIGNATED REPRESENTATIVE FACILITY (NAME OF THE FREIGHT FORWARDER) TO THE CUSTOMER COUNTRY. (Name of the freight forwarder) will arrange for the movement of the classified materiel and/or publications from their facility to the port of exit by one of the following means:

a. Movement will be by their own source of transportation accompanied by an escort. Delivery will be made directly to the overseas carrier. The carrier will be either owned or chartered by the US Government or under US registry. If the carrier is not a US registered carrier, the carrier must be one owned or chartered by or under the registry of the recipient government (Bandaria). (Name of the freight forwarder) will obtain the necessary signature from the receiving carrier, which transfers custody and security responsibilities to the carrier.

b. If transportation and escort services are not available through (name of the freight forwarder) resources, they will contact the appropriate MTMC area command for assistance in obtaining a "cleared" carrier to effect movement of the materiel and/or publications to the specified carrier for the international segment. (Name of the freight forwarder) designated representative will obtain the carrier's signature on a signature and tally record effectively transferring custody to the "cleared" carrier. MTMC points of contact are" Eastern Area Command, telephone (201) 823-5702/5703 and/or Western Area Command, telephone (510) 466-3033/2540/2920.

c. In addition to the above requirements, (name of the freight forwarder) will notify the FMS customer of the intended method and mode of shipment. This notification will include the carrier's name, estimated departure date and time, as well as the estimated arrival time in-country.

4. RECIPIENT GOVERNMENT RESPONSIBILITIES (BANDARIA).

a. Upon receipt of the classified materiel and/or publications from the specified international carrier, Bandaria officials will examine all shipping documents to determine if the materiel and/or publications had been transferred to any unauthorized carrier during shipment. If so, they will immediately notify the US Air Force.

b. In addition, Bandaria must notify the US Air Force if any form of compromise is suspected during shipment.

1 Attachment  
Regulatory Reference Listing

## REGULATORY REFERENCE LISTING

DoD Manual 4000.25-8-M, *Military Assistance Program Address Directory (MAPAD) System*  
DoD Regulation 4500.32-R, *Military Standard Transportation and Movement Procedures (MILSTAMP)*  
DoD Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*  
DoD Regulation 5200.1-R, *Information Security Program Regulation*  
DoD Manual 5220.22-M, *Industrial Security Manual for Safeguarding Classified Information*  
MIL-STD 129, *Marking for Shipment and Storage*  
AFI 24-201, *Transportation (Cargo Movement)*  
AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment*  
AFR 75-2, *Defense Traffic Management Regulation*  
AFMAN 16-101, *International Affairs and Security Assistance Management*

\* The sample case designator and fictitious country name of "Bandaria" are used for sample purposes only. All references to "Bandaria" should be replaced with the name of the country or international organization.

## A29.2. Transportation Plan - Type 2

**Foreign Military Sales (FMS) Case BD-D-MAB\***

1. GENERAL. In accordance with DoD Manual 5105.38-M, *Security Assistance Management Manual*, DoD Regulation 5200.1-R, *Information Security Program Regulation*, DoD Manual 5220.22-M, *Industrial Security Manual for Safeguarding Classified Information*, and AFMAN 16-101, *International Affairs and Security Assistance Management*, this plan provides procedures for the return of classified (Confidential and/or Secret only) materiel identified on United States of America Letter of Offer and Acceptance (LOA) for FMS case identified above.

2. CLASSIFIED MATERIEL BEING RETURNED FROM AN AUTHORIZED FMS CUSTOMER (BANDARIA) TO A CONUS DEPARTMENT OF DEFENSE (DOD) DEPOT/CONTRACTOR REPAIR/MODIFICATION FACILITY. **NOTE: Country utilizing own transportation and freight forwarder.** Bandaria has a requirement to return classified materiel to a CONUS DoD depot/contractor facility for repair/modification. Bandaria has elected to return these assets to the repair/modification facility utilizing their own transportation and CONUS freight forwarder. Following are the procedures to properly effect the movement of materiel from Bandaria to the CONUS repair/modification facility:

a. Bandaria will properly package, label, mark, and prepare the classified materiel for shipment. Prior to shipping, Bandaria officials must notify their CONUS freight forwarder (name of the freight forwarder) and provide them with the following information:

- Carrier's name
- Port of embarkation
- Port of debarkation
- Date/time of arrival (estimated)
- Pieces/weight/cube
- Document/requisition number(s)
- Degree of classification (Secret and/or Confidential)
- Container/seal number(s) (if applicable)
- Ultimate consignee address (depot/contractor's facility)

b. In addition, when the materiel is to be repaired/modified at a DoD contractor's facility, Bandaria officials must provide the Defense Investigative Service (DIS), International Program Branch (V0414), 1340 Braddock Place, Room 113, Alexandria, Virginia 22314-1651, telephone (703) 325-6034, with the above information. Likewise, Bandaria must notify the DoD repair/modification facility with the same information when the repairs are scheduled for DoD depot repair/modification.

c. Upon completion of the notification, Bandaria will initiate "signature service" procedures and use an appropriate signature document that will provide signature tracking and accountability at each "change of custody" point, until receipted for by the designated freight forwarder (name of the freight forwarder). The use of DD Form 1907, **Signature and Tally Record**, Commercial Form AC-10, **Airline Signature Service Record**, or a similar form would provide the appropriate signature accountability required for movement.

d. Movement of the classified materiel from Bandaria to the CONUS port of debarkation will be either on a US registered carrier or one that is registered to Bandaria. No other carriers are authorized for this movement. Failure to comply with this requirement would be considered, by the US DoD, as a security deviation.

e. Regardless of the mode or method selected, Bandaria officials will obtain the necessary signed signature tally record from the carrier, which effects transfer of custody and security responsibilities to the carrier.

3. MOVEMENT OF THE CLASSIFIED MATERIEL FROM THE CONUS PORT OF ENTRY TO THE DOD REPAIR DEPOT/CONTRACTOR FACILITY. (Name of the freight forwarder) is Bandaria's designated representative, and they are responsible for arranging the onward movement of the classified materiel to the designated repair/modification facility. (**NOTE:** A "designated representative" is an officially designated military or civilian national of the foreign government (Bandaria), cleared by Bandaria for access to classified information at a level equivalent to the US classified being released, or a Bandaria designated US citizen cleared by the US Government for access to the level of classified involved in the particular release. Third country nationals may not function as a foreign recipient government representative for these purposes.) Movement from the CONUS port of entry to the repair/modification facility will be accomplished as follows:

a. Receipt of the classified materiel from the delivery carrier will be made by the designated representative (name of the freight forwarder). Upon receipt of the classified materiel, (name of the freight forwarder) will examine all shipping documents to determine if the materiel had been transferred to any unauthorized carrier during shipment. If so, they will immediately notify DIS.

b. (Name of the freight forwarder) may elect to transport the materiel from the port of entry to one of their "cleared facility(s)" listed below.

## NAME OF THE FREIGHT FORWARDER

Complete Street Address

City, State, Zip Code

c. Movement of the classified materiel from the port of entry to the (name of the freight forwarder) facility may be done utilizing their own transportation accompanied by an authorized escort. The escort will ensure that the classified materiel is properly placed in the facility secure storage area while in transit. In addition, (name of the freight forwarder) must ensure that the classified materiel is not compromised in any way while in their possession.

d. Movement of the classified materiel from the (name of the freight forwarder) facility to the authorized repair/modification facility will be as follows:

(1) (Name of the freight forwarder) must obtain the services of a "cleared" carrier for the onward movement. The "cleared" carrier must be one authorized and provided by the Military Traffic Management Command (MTMC). Points of contact are: Eastern Area Command, telephone (201) 823-5702/5703 and/or Western Area Command, telephone (510) 466-3033/2540/2920.

(2) (Name of the freight forwarder) will be responsible for obtaining the carrier's signature on the signature and tally record, thereby continuing the accountability and transfer of custody during the transportation cycle.

(3) If (name of the freight forwarder) elects to move the classified materiel directly from the port of entry to the designated repair/modification facility, they will comply with the conditions of obtaining a "cleared" carrier through MTMC. In addition, they will ensure that the continuation of the signature and tally record is maintained as prescribed in paragraph 3d(2) above.

4. RECEIPT OF CLASSIFIED MATERIEL AT THE DOD REPAIR/MODIFICATION DEPOT OR THE DOD CONTRACTOR'S FACILITY. Upon arrival at the designated repair/modification facility, the receiving section will receipt for the classified materiel from the "cleared" carrier. They will examine all shipping documents to determine if the materiel had been transferred to any unauthorized carrier during shipment. They will specifically verify that the classified materiel was transported via an authorized "cleared" carrier. Any use of an unauthorized carrier during any segment of the transportation cycle to the repair/modification facility will be considered a security deviation. Incidents of this nature will be reported to the local DoD authorities. If the shipment was delivered to a DoD contractor facility, the Defense Investigative Service will be notified immediately.

5. RETURNING THE CLASSIFIED MATERIEL TO THE AUTHORIZED FMS CUSTOMER (BANDARIA) UPON COMPLETION OF REPAIR/MODIFICATION. Upon completion of the repair/modification, the repair facility will initiate action to return the classified materiel to Bandaria. The customer may request the cognizant shipping office to return the assets by one of the following three (3) methods:

a. Return the classified materiel via the US Defense Transportation System (DTS) directly to the customer country (Bandaria). **NOTE:** This method does not require a separate transportation plan.

b. Bandaria may elect to have the classified materiel shipped from the repair facility to the freight forwarder for onward movement to country. **NOTE:** If this method is utilized, the following will apply: The foreign purchaser (Bandaria) will take custody of the classified materiel in the United States (CONUS) and will use its own facilities and transportation for onward shipment to its territory. Following are the procedures to properly effect the movement of materiel from the source of repair/modification to the territory of Bandaria:

(1) When the classified item has been properly packaged, labeled, marked, and made available for shipment from the repair/modification source, shipping personnel will prepare and dispatch a formal Notice of Availability (NOA). Per policy contained in DoD Manual 4000.25-8-M, *Military Assistance Program Address Directory (MAPAD)*, the NOA will be directed to the Bandaria Country Representative (complete name, street address, city, state, zip code).

(2) Bandaria Country Representative will formally respond to the NOA. The response will identify the freight forwarder facility(s) listed below (as the agent for Bandaria) to take delivery of and safeguard the shipment. If any other shipping location(s) are identified, approval by HQ AFMC/LGTT is required (prior to releasing the shipment).

## NAME OF THE FREIGHT FORWARDER

Complete Street Address

City, State, Zip Code

**NOTE:** The response to the NOA from the Country Representative must identify a designated "cleared" person (by name) who will receive and accept full security responsibility for the item(s) while in the custody of the freight forwarder. A "designated representative" is an officially designated military or civilian national of the foreign government (Bandaria) cleared by Bandaria for access to classified information at a level equivalent to the US classified being released, or a Bandaria designated US citizen cleared by the US Government for access to the level of classified involved in the particular release. Third country nationals may not function as a foreign recipient government representative for this purpose.

(3) Based on the formal response to the NOA by the Bandaria Country Representative, the origin shipping officials will obtain a "cleared" carrier to transport the item(s) from the repair source to the identified freight forwarder facility. Possible modes of transportation include "cleared" US flag carrier airline, Military Traffic Management Command (MTMC) "cleared" trucking companies, and/or US Postal Service registered mail. Regardless of the mode of carriage selected, transportation personnel will initiate "signature service" procedures which will govern the movement to the freight forwarder facility. Examples of acceptable signature service documents are DD Form 1907, **Signature and Tally Record**, Commercial Form AC-10, **Airline Signature Service Record**, PS Form 3806, **Receipt for Registered Mail**, and AF Form 349, **Receipt for Documents Released to Accredited Representatives of Foreign Nations**.

(4) After selection of the "cleared" carrier, and release of custody of the classified item(s) via execution of the signature service documents, a Report of Shipment (REPSHIP) will be immediately dispatched by shipping personnel. The REPSHIP will be in the form of an electronic transmission. Addressees must include the CONUS freight forwarder, any known en route transfer locations, and the in-country "Mark For" location. HQ AFMC/LGTT will be listed as an informational addressee on the REPSHIP transmission.

(5) Bandaria's designated representative (name of the freight forwarder) will be required to advise the shipping office on any shipment not received within 48 hours after the estimated time of arrival specified in the REPSHIP. Upon receipt of such notice, the shipping office will immediately initiate tracer action. When the materiel is located, if it is determined that the materiel was subject to compromise, the local security authorities will be notified (depot shipments). If the materiel was shipped from a contractor's facility, Defense Investigative Service (DIS) will be contacted immediately.

(6) Upon delivery of the classified item(s) to the freight forwarder facility, the customer's designated representative (person specified in NOA) authorized to receipt for the materiel will take custody of the materiel, sign and retain copies of the signature tally record, and place classified materiel in the facility's secure storage area. If for any reason the customer's designated representative suspects the shipment was compromised during shipment (i.e., pack damaged, seals broken, etc.), DIS will be notified immediately.

(7) The classified materiel, while in the custody of the customer's designated representative (name of the freight forwarder), will not be opened, left unsecured, nor handled by unauthorized personnel. Only designated representatives are authorized to handle the classified shipment while in the custody of (name of the freight forwarder).

(8) (Name of the freight forwarder) will arrange for the movement of the classified materiel from their facility to the port of exit by one of the following means:

(a) Movement will be by their own source of transportation accompanied by an escort. Delivery will be made directly to the overseas carrier. The carrier will be either owned or chartered by the US Government or under US registry. If the carrier is not a US registered carrier, the carrier must be one owned or chartered by or under the registry of the recipient government (Bandaria). (Name of the freight forwarder) will obtain the necessary signature from the receiving carrier, which transfers custody and security responsibilities to the carrier.

(b) If transportation and escort services are not available through (name of the freight forwarder) resources, they will contact the appropriate MTMC area command for assistance in obtaining a "cleared" carrier to effect movement of the materiel to the specified carrier for the international segment. (name of the freight forwarder) designated representative will obtain the carrier's signature on a signature and tally record effectively transferring custody to the "cleared" carrier. See paragraph 3.d.(1) of this plan for MTMC points of contact.

(c) In addition to the above requirements, (name of the freight forwarder) will notify the FMS customer of the intended method and mode of shipment. This notification will include the carrier's name, estimated departure date and time, as well as the estimated arrival in-country.

c. Bandaria may elect to take delivery and custody of the repaired/modified classified materiel at the repair facility, but use their own military/civilian aircraft (i.e., pilot pick-up) for the onward transportation to country. If pilot pick-up is chosen as the mode of transportation, Bandaria will be required to obtain the necessary clearance from the DoD to operate their aircraft in CONUS. Upon obtaining their Aircraft Landing Authorization Number (ALAN) from SAF/IADV to operate their aircraft (military/commercial) within CONUS, they must notify the repair/modification facility of their estimated date and time of arrival. The repair/modification facility cognizant shipping personnel will arrange for all ground transportation and ensure that the classified materiel is loaded onto the customer's aircraft. In addition, the cognizant shipping office will ensure "signature service" procedures are initiated and will obtain a signed copy of the signature document signifying transfer of custody to the authorized FMS customer (Bandaria).

#### 6. RECIPIENT GOVERNMENT RESPONSIBILITIES (BANDARIA).

a. Upon receipt of the classified materiel from the specified international carrier, Bandaria officials will examine all shipping documents to determine if the materiel had been transferred to any unauthorized carrier during shipment. If so, they will immediately notify the US Air Force.

b. In addition, Bandaria must notify the US Air Force if any form of compromise is suspected during shipment.

## REGULATORY REFERENCE LISTING

DoD Manual 4000.25-8-M, *Military Assistance Program Address Directory (MAPAD) System*  
DoD Regulation 4500.32-R, *Military Standard Transportation and Movement Procedures (MILSTAMP)*  
DoD Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*  
DoD Regulation 5200.1-R, *Information Security Program Regulation*  
DoD Manual 5220.22-M, *Industrial Security Manual for Safeguarding Classified Information*  
MIL-STD 129, *Marking for Shipment and Storage*  
AFI 24-201, *Transportation (Cargo Movement)*  
AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment*  
AFR 75-2, *Defense Traffic Management Regulation*  
AFMAN 16-101, *International Affairs and Security Assistance Management*

\* The sample case designator and fictitious country name of "Bandaria" are used for sample purposes only. All references to "Bandaria" should be replaced with the name of the country or international organization.

## A29.3. Transportation Plan - Type 3

**Foreign Military Sales (FMS) Case BD-D-QAD\***

1. GENERAL. In accordance with DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*, DoD Regulation 5200.1-R, *Information Security Program Regulation*, DoD Manual 5220.22-M, *Industrial Security Manual for Safeguarding Classified Information*, and AFMAN 16-101, *International Affairs and Security Assistance Management*, this plan provides procedures for the return of classified (Confidential and/or Secret only) materiel identified on the United States of America Letter of Offer and Acceptance (LOA) for FMS case identified above.

2. CLASSIFIED MATERIEL BEING RETURNED FROM AN AUTHORIZED FMS CUSTOMER (BANDARIA) TO A CONUS DEPARTMENT OF DEFENSE (DOD) DEPOT/CONTRACTOR REPAIR/MODIFICATION FACILITY. **NOTE: Country utilizing own transportation.** The FMS customer (Bandaria) has a requirement to return classified materiel to a CONUS DoD depot/contractor facility for repair/modification. Bandaria has elected to return these assets directly to the CONUS repair/modification facility via their own aircraft (military/civilian). Following are the procedures to properly effect the movement of the classified materiel from Bandaria to the CONUS repair facility:

a. Bandaria, upon receiving their approved Aircraft Landing Authorization Number (ALAN) from SAF/IADV to operate their aircraft (military/commercial) within CONUS, will notify the appropriate repair/modification facility with the following information:

- Estimated date/time of arrival
- Airport of arrival (civilian/military)
- Pieces/weight/cube
- Document/requisition number(s)
- Classification of materiel (Secret and/or Confidential)
- Name of escort or authorized aircrew member
- ALAN
- CONUS freight forwarder

b. When the repair/modification facility is that of a DoD contractor, and is not located on or near a DoD controlled port, Bandaria will also provide the Defense Investigative Service (DIS) with the above information. In addition, Bandaria will be responsible for onward transportation from the arrival airfield to the repair/modification facility. This will be accomplished by one of the following methods:

(1) Bandaria's CONUS freight forwarder may arrange for the onward movement of the materiel via a "cleared" carrier. This carrier must be approved and authorized to transport classified materiel by the Military Traffic Management Command (MTMC). MTMC points of contact are: Eastern Area Command, telephone (201) 823-5702/5703 and/or Western Area Command, telephone (510) 466-3033/2540/2920.

(2) Bandaria may arrange either directly or through their freight forwarder to have the classified materiel transported from the arrival airfield to the repair facility. Regardless of the arrangements, transportation will be made using a "cleared" carrier obtained from MTMC. Failure to comply with this requirement will be considered a compromise in security and will be reported to DoD security personnel.

(3) In addition to the above, Bandaria will ensure that the classified materiel is properly packaged, labeled, marked, and prepared so as to not reveal the identity of the materiel during shipment. Included in the cargo preparation, Bandaria will initiate "signature service" procedures, and will obtain a signed receipt from the "cleared" carrier representative, thereby effectively transferring custody and responsibility to the carrier.

c. When the repair/modification facility is on or near the arrival airfield, the DoD cognizant shipping representative will be responsible for all transportation arrangements. As the DoD representative, they will receipt for the classified materiel, thereby effectively transferring custody to the DoD. In addition, they will be responsible for reporting to the local DoD security officials any suspected compromises that may have occurred during shipment.

3. RETURNING THE CLASSIFIED MATERIEL TO THE AUTHORIZED FMS CUSTOMER (BANDARIA) UPON COMPLETION OF REPAIR/MODIFICATION.

a. Upon completion of the repairs, the repair/modification facility will initiate action to return the classified materiel to Bandaria. When the classified item has been properly packaged, labeled, marked and made available for shipment, the repair/modification facility shipping personnel will prepare and dispatch a formal Notice of Availability (NOA). Per policy contained in DoD 4000.25-8-M, *Military Assistance Program Address directory (MAPAD)*, the NOA will be directed to the Bandaria Country Representative (complete name, street address, city, state, zip code). The Country Representative is responsible for notifying the customer on the availability of the repaired assets.

b. Bandaria will take custody of the repaired/modified classified materiel at the repair facility, but use their own military/civilian aircraft (i.e., pilot pick-up) for the onward transportation to country. Bandaria will be required to obtain the necessary clearance from the DoD to operate their aircraft in CONUS. Upon obtaining their ALAN, they must notify the repair facility of their estimated date and time of arrival, and identify the person(s) (by name) who are authorized to receipt for the materiel. The repair facility cognizant shipping personnel will ensure "signature service" procedures are initiated and will obtain a signed copy of the signature document signifying transfer of custody to the authorized FMS customer (Bandaria).

1 Attachment  
Regulatory Reference Listing

**REGULATORY REFERENCE LISTING**

DoD Manual 4000.25-8-M, *Military Assistance Program Address Directory (MAPAD) System*  
DoD Regulation 4500.32-R, *Military Standard Transportation and Movement Procedures (MILSTAMP)*  
DoD Manual 5105.38-M, *Security Assistance Management Manual (SAMM)*  
DoD Regulation 5200.1-R/, *Information Security Program Regulation*  
DoD Manual 5220.22-M, *Industrial Security Manual for Safeguarding Classified Information*  
MIL-STD 129, *Marking for Shipment and Storage*  
AFI 24-201, *Transportation (Cargo Movement)*  
AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment*  
AFR 75-2, *Defense Traffic Management Regulation*  
AFMAN 16-101, *International Affairs and Security Assistance Management*

\* The sample case designator and fictitious country name of "Bandaria" are used for sample purposes only. All references to "Bandaria" should be replaced with the name of the country or international organization.

**SECTION 506(A), FOREIGN ASSISTANCE ACT EXECUTE ORDER**

SUBJECT: (Country) 506(A) Authority, US Air Force Execute Message Number \_\_\_\_\_

TO: Implementing Command(s) (Line Managers)

REF: SECDEF/USDP Message \_\_\_\_\_ Date Time Group

1. Referenced message transmits an execute order authorizing US Air Force, pursuant to Presidential Determination under Section 506(A) of the Foreign Assistance Act of 1961, as amended, to provide (give a synopsis of hardware and services to be provided, i.e., aircraft, aircraft ferry, logistics support and/or training support).
2. For AFSAC/XX: The following MASLs are provided to satisfy the requirements in the referenced message: Show generic code/MASL and MASL word description for each article or service to be provided, record control number (RCN) value and quantity (if applicable).
3. HQ AFMC/IA will designate a Security Assistance Program Manager (SAPM). AFSAC is responsible for establishing a pseudo case identifier and an RCN for each of the lines in paragraph 2.
4. AFSAC/XX will track cost of materiel and all associated packing, crating, handling, transportation, and port handling expenses incurred in the shipment of materiel to the port of (discharge). The costs will be reported to the SAF/IA Country Director as soon as determined.
5. The implementing command's Line Manager is responsible for providing all costs associated with his or her portion of the program to the AFSAC Line Manager for cost tracking purposes.
6. The provisions of Section 506(A) only authorize the drawdown of materiel from stock and the provision of non-contractual services from DoD resources. Any costs incurred for non-contractual services as well as supplies used to support this tasking should be identified against ESP code (insert ESP code obtained from SAF/FMABD) for future reimbursement. Until appropriations are made available by Congress IAW Presidential request, open account receivables should be established for incurred costs by each performing agency.
7. Within ten days, each command will provide the name, office symbol, and phone number of the Line Manager. In addition, the AFSAC Line Manager will provide the SAF/IA Country Director with a list of established RCNs and pseudo case identifiers.

**SUGGESTED FORMAT FOR SECTION 30 SALES AGREEMENT**

United States Department of the Air Force  
Sales Agreement  
(2) Purchaser's Reference

(1) Purchaser (Name, Address,  
& Zip Code)  
(3) Case Identifier

**Offer**

Pursuant to the Arms Export Control Act, the Government of the United States (USG) hereby offers to sell to the above purchaser the defense articles and defense services listed below (hereafter referred to collectively as "items" and individually as "defense articles" or "defense services"), subject to the terms contained herein and conditions set forth in Annex A, and to such other special terms and conditions which may be a part of, and appended to, this Sales Agreement.

(4) Signature (US Air Force Authorized Representative)

(8) This Offer Expires:

(9) Accounting Activity(s)

(5) Typed Name and Title

(6) Address:

(7) Date:

Item or Ref No.	Item Description (Including Stock Number if applicable)	Quantity	Unit of Issue	Estimated Unit Cost	Estimated Total Cost	Availability and Remarks
(10)	(11)	(12)	(13)	(14)	(15)	(16)

(17) Estimated Total Costs

\$

(18) Terms: CASH WITH ACCEPTANCE

**ACCEPTANCE**

(19) I am a duly authorized representative of (company) and upon behalf of said company accept this offer under the terms and conditions contained herein (20) this (date) day of (month) 19\_\_.

(21) SIGNATURE

(22) End items to which items apply:

(23) Recipient foreign country and recipient armed forces:

**EXPLANATORY NOTES**

1. The item or reference number appearing in the "ITEM OR REF. NO." Column together with the case identifier shown should always be used as a reference in future correspondence.
2. Availability leadtime quoted is the estimated number of months required to complete delivery of the items(s) in accordance with the terms of delivery after receipt of acceptance to this Sales Agreement.

**GENERAL CONDITIONS - ANNEX A TO SECTION 30 SALES AGREEMENT****A. THE GOVERNMENT OF THE UNITED STATES:**

1. Agrees to sell such items from its Department of Defense (hereinafter referred to as DoD) stocks and resources, or to procure them under terms and conditions consistent with DoD regulations and procedures. The Purchaser understands that selection of any contractor source to fill this requirement is solely the responsibility of the Government of the United States (hereinafter referred to as USG). Further, the Purchaser agrees that the DoD is solely responsible for negotiating the terms and conditions of all contracts necessary to fulfill the requirements in this Sales Agreement.
2. Advises that the USG makes no warranties or guarantees, either expressed or implied, regarding the items being sold. In particular, the USG disclaims any liability resulting from patent infringement occasioned by the use of manufacture outside the United States of items supplied hereunder. The USG agrees to exercise, upon the Purchaser's request, any rights (including those arising under any warranties the USG may have under any contract connected with the procurement of any items). Any additional cost resulting from the exercise of any rights that the USG may have under any contract connected with the procurement of items shall be charged to the Purchaser.
3. Agrees to deliver and pass title to the items to the Purchaser at the initial point of shipment unless otherwise specified in this Sales Agreement. With respect to defense articles procured for sale to the Purchaser, this will normally be at the manufacturers' facility. For defense articles from stock, this will normally be at the US depot. Articles will be packed, crated, or otherwise prepared for shipment prior to the time the title passes. If "Point of Delivery" is specified other than the initial point of shipment, the US Air Force will arrange movement of the items to the authorized delivery point as reimbursable service but will pass title at the initial point of shipment; the USG disclaims any liability for damage or loss to the items incurred after passage of title irrespective of whether transportation is by common carrier or by the US Defense Transportation System.
4. Advises that:
  - a. Unless otherwise specified, USG standard items will be furnished without regard to make or model.
  - b. The price of items to be procured shall be at their total cost to the USG. Unless otherwise specified, the cost estimate of items to be procured, availability determination, and delivery projections quoted are estimates based on current available data. The USG will incur no liability based upon these estimates.
  - c. The USG, however, will use its best efforts to deliver items or render services for the amount and at the times quoted.
5. Under unusual and compelling circumstances when the national interest of the United States so requires, the USG reserves the right to cancel or suspend all or part of this Sales Agreement at any time prior to delivery of defense articles or performance of services. The USG shall be responsible for all termination costs of its suppliers resulting from cancellations or suspensions under this paragraph.
6. Shall refund to the Purchaser any payments received hereunder which prove to be in excess of the final total cost of delivery and performance of this Sales Agreement of the Purchaser.
7. Advises that personnel performing defense services provided under this Sales Agreement will perform such services only in the United States and only in support of the sale of defense articles.

**B. THE PURCHASER:**

1. Shall pay to the USG the total cost to the USG of the items, even if final total cost exceeds the amounts estimated in this Sales Agreement.
2. Shall make payment(s) for the items by check(s) payable in United States dollars to the Treasurer of the United States.
3. Shall, in accordance with Terms of "Cash with Acceptance," forward with this Sales Agreement a check in the full amount shown as the estimated total cost, and agrees to make such additional payment(s) as may be specified upon notification of cost increase(s) and request(s) for funds to cover such increases.

a. Agrees, that request for funds or billing under paragraph B.3.a. above are due and payable in full on presentation, or, if a payment date is specified in the request for funds or bill, on the payment date so specified. Without affecting Purchaser's obligation to make such payment(s) when due, documentation in support of request for funds or bills will be made available to the Purchaser by DoD upon request.

b. Agrees to pay interest on any amount by which it is in arrears on payments, determined by considering collectively all of the Purchaser's open Sales Agreements with the DoD. Interest shall be calculated on a daily basis. The principal amount of the arrearage shall be computed as the excess of cumulative financial requirements of the Purchaser over total cumulative payments. The rate of interest paid shall be a rate not less than a rate determined by the Secretary of the Treasury taking into consideration the current average market yield on outstanding short-term obligations of the USG as of the last day of the month preceding the net arrearage and shall be computed from the net arrearage.

4. Shall designate the end item into which defense articles will be incorporated for resale or for which defense articles are concurrent or follow-on support.

5. Shall identify the foreign purchaser and recipient foreign armed forces.

6. Shall furnish with its acceptance of this Sales Agreement the number and date of the munitions export license or approval pursuant to Section 38 of the Arms Export Control Act (hereinafter referred to as "AECA") and shipping instruction for the items.

7. Shall be responsible for obtaining any desired insurance coverage, ultimate customs clearance, and appropriate export licenses.

8. Shall accept title to the defense articles at the initial point of shipment (see para. A.3 above). Purchaser shall be responsible for in-transit accounting and settlement of claims against common carriers. Title to defense articles transported by parcel post shall pass to the Purchaser on the date of parcel post shipment.

9. May cancel this Sales Agreement with respect to any or all of the items listed in this Sales Agreement at any time prior to the delivery of defense articles or performance of services. It shall be responsible for all costs resulting from cancellation under this paragraph.

10. Shall use the items sold hereunder solely for the purposes specified in Section 30 of the AECA, to wit: for incorporation into end items and for (concurrent or follow-on support) to be sold by the Purchaser on a direct commercial basis to a friendly foreign country or international organization pursuant to an export license or approval under Section 38 of the AECA.

11. Agrees that:

a. The end item to which the defense articles apply is to be procured for the armed forces of a friendly country or international organization;

b. The defense articles would be supplied to the Purchaser as government-furnished equipment or materials if the end items were being procured for the use of the US Armed Forces, and

c. The items are available only from USG sources or are not available to the Purchaser directly from US commercial sources at such times as may be required to meet the Purchaser's delivery schedule.

12. To the extent that any items sold hereunder may be classified by the USG for security purposes, the Purchaser shall employ all measures necessary to preserve such security, including entering into an agreement with the foreign purchaser of the end item (or concurrent or follow-on support) to maintain a similar classification throughout the period during which the USG may maintain such classification. The USG will use its best efforts to notify the Purchaser if the classification is changed. The Purchaser will ensure, by all means available to it, respect for proprietary rights in any defense article furnished, whether patented or not.

#### C. INDEMNIFICATIONS AND ASSUMPTION OF RISKS:

1. The Purchaser renounces all claims against the USG, its officers, agents, and employees arising out of or incident to this Sales Agreement, whether concerning injury to or death of personnel, damage to or destruction of property, or other matters, and will indemnify and hold harmless the USG, its officers, agents, and employees against any such claims of third parties and any loss or damage to USG property.

2. The Purchaser agrees to relieve the contractors and subcontractors of the USG from liability for, and will assume the risk of, loss or damage to: (i) Purchaser's property (including the items procured pursuant to this Sales Agreement, before or

after

passage of title to Purchaser) and (ii) property of the DoD furnished to suppliers specifically to implement this Sales Agreement, to the same extent that the USG would assume for its property if it were procuring for itself the item or items procured pursuant to this Sales Agreement.

D. ACCEPTANCE:

1. To accept this Sales Agreement, the Purchaser will not later than the expiration date of the Sales Agreement, as set forth herein, return three copies properly signed to the accounting center designated herein, accompanied by the check required by the Terms herein. In addition, Purchaser will concurrently return one copy properly signed to the representative of the US Air Force making the offer. When properly accepted and returned as specified herein, the provisions of this Sales Agreement shall be binding upon the USG and the Purchaser.
2. It is understood that implementation of the Sales Agreement cannot proceed without a proper acceptance. Failure to comply with Terms and Conditions required for acceptance, as, for example, delay in submission of payment of full estimated cost, may require revision, reissue or cancellation of this Sales Agreement.
3. Unless a written request for extension is made by the Purchaser and granted in writing by an authorized representative of the US Air Force, the offer to sell contained herein shall terminate on the expiration date set forth herein.

E. ENCLOSURES:

Enclosures attached are, by this reference, incorporated herein and are made a part hereof as though set forth in full.

F. PUBLIC INSPECTION:

This Sales Agreement will be made available for public inspection to the fullest extent possible consistent with the national security of the United States.

**WORKSHEET FOR REQUESTING TECHNICAL ASSISTANCE TEAM (TAT)  
AND TECHNICAL ASSISTANCE FIELD TEAM (TAFT)**

A33.1. PURPOSE

A33.2. PERSONNEL

- Grade
- AFSC
- Summary of tasks/responsibilities
- Prerequisite training

A33.3. SUPPORT ARRANGEMENT

- Lodging
- Food
- Transportation
- FAAS Agreement

A33.4. EQUIPMENT AND CLOTHING

- Equipment, such as tools, training aids, test equipment
- Flying gear
- Military uniforms
- Civilian clothing
- Other

A33.5. REPORTING INSTRUCTIONS

- Location
- Tour duration
- Accompanied or unaccompanied
- En route TDYs
- Authorized mode of travel
- Sponsor/reporting official

A33.6. HHG/BAGGAGE

- Allowances
- Routing

A33.7. MEDICAL/IMMUNIZATION REQUIREMENTS

A33.8. SPECIAL INSTRUCTIONS

A33.9. ESTIMATED COSTS FOR IN-COUNTRY SUPPORT

**CHECKLIST FOR SECURITY ASSISTANCE TEAMS**

For use in requesting/determining LOA data for PCS teams (ETSS/TAFT/WSLO) and for preparing supplemental conditions for LOAs (DoD 7000.14-R, Volume 15).

A34.1. PRE-DEPLOYMENT TRAINING (Tuition only, exclude TDY costs): Mark yes or N/A under the "Required" column.

<u>COURSE</u>	<u>DURATION</u>	<u>LOCATION</u>	<u>REQD</u>	<u>TUITION COST</u>
Orientation Training				
Cross-Cultural Communications Course				
Anti-Terrorism Training				
Other				

A34.2. ESTIMATED PRE-DEPLOYMENT TDY COSTS:

- En Route Training/Orientation:
- Personnel Cost During En Route Training:

A34.3. ESTIMATED PCS COSTS:

A34.3.1. PERSONNEL:

<u>Quantity</u>	<u>Grade/Specialty</u>	<u>Position</u>	<u>Estimated Report Date (Mo/Yr)</u>	<u>Duration (mos)</u>	<u>Estimated cost</u>
-----------------	------------------------	-----------------	--------------------------------------	-----------------------	-----------------------

A34.3.2. ROUND TRIP TRANSPORTATION COSTS:

- Unaccompanied (Team member only):
- Accompanied (Member and dependents):

A34.3.3. SHIPMENT OF HOUSEHOLD GOODS:

- Unaccompanied (Team member only);
- Accompanied (Member and dependents):

A34.3.4. PACKING, CRATING, LINE HAUL, HANDLING, AND STORAGE:

- Unaccompanied (Team member only):
- Accompanied (Member and dependents):

A34.3.5. SHIPMENT OF POV:

A34.3.6. COST OF LIVING ALLOWANCE (COLA):

- Unaccompanied (Team member only):
- Accompanied (Member and dependents):

A34.3.7. HOUSEHOLD LIVING ALLOWANCE (HOLA) OR COST OF TEMPORARY AND PERMANENT HOUSING (to be provided by SAO):

- Unaccompanied (Team member only):
- Accompanied (Member and dependents):

A34.3.8. IN-COUNTRY SUPPORT COSTS (to be provided by SAO):

- Foreign Affairs Administrative Support (FAAS):
- Vehicles (leased or purchased) for official use (and private use if POV shipment not authorized) fuel/maintenance costs:
- Mission sustainment equipment, articles, supplies (identify):
- Dependent schooling (accompanied only):
- Quality of life/morale welfare and recreation (QOL/MWR) (identify):
- Special country-unique requirements (must be justified):
  - Drivers
  - Security Guard(s)
  - Other (specify):

A34.4. TDY COSTS AFTER ARRIVAL IN COUNTRY:

- TDY within country:
- TDY to CONUS:

A34.5. OTHER MISCELLANEOUS COSTS (identify, e.g. civilian CONUS home leave travel):

**FORMAT FOR INITIAL REPORT FOR SATS\***

FROM: (Team Chief/Senior Member)

SUBJECT: SAT Initial Report (FMS Case Designator)

TO: LOA Line Manager  
SAF/IA Geographic Division  
IN TURN

1. Team title and composition:
2. Preparatory training and briefing:

Dates	Activity	Location	OPR
-------	----------	----------	-----

3. Arrival date and mode of transportation for each member:
4. Conditions upon team arrival:

Lodging:  
Food:  
Transportation:  
Reception:  
Work center facilities and equipment:  
Availability of host personnel:  
Problems in any of these areas:

5. Recommendations for future deployments:

---

(Team Chief or Senior Member)

cc: SAO

\* Use the format in AFJI 16-105 (formerly AFR 50-29) for training teams.

**FORMAT FOR FINAL REPORT FOR SATS\***

FROM: (Team Chief/Senior Member)

SUBJECT: Final or End of Tour Report for SATs (FMS Case Designator)

TO: LOA Line Manager  
SAF/IA Geographic Division  
IN TURN

1. Team title and composition.
2. Period of report.
3. Summary of accomplishments.
4. Significant problems.
5. Recommendations for future deployments.

---

(Team Chief or Senior Member)

cc: SAO

\* Use the format in AFJI 16-105 (formerly AFR 50-29) for training teams.